



# New Jersey Department of Education

## Title I District Wide Parent and Family Engagement Policy

### Sample Template

**Note:** In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This policy establishes the LEA's expectations for parent and family engagement, and describes how the LEA will implement a number of specific parent and family engagement activities, and is incorporated into the LEA's Annual School Plan (ASP).

School districts, in consultation with parents, may use the sample template below as a framework for the information to be included in their parent and family engagement policy. **School districts are not required to follow this sample template or framework, but if they establish the district's expectations for parent and family engagement and include all of the components listed under "Description of How District Will Implement Required District wide Parent and family engagement Policy Components" below, they will have incorporated the information that section 1116(a)(2) requires be in the district wide parent and family engagement policy.** School districts, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions as well that will support effective parent and family engagement and strengthen student academic achievement.

#### Part I. General Expectations

[**Note:** Each district in its District Wide Parent and Family Engagement Policy must establish the district's expectations for parent and family engagement. *[section 1116(a)(2), ESEA.]* There is no required format for those written expectations; however, this is a sample of what might be included.]

The [**name of school district**] agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all its schools with Title I, Part A programs, consistent with section 1116 of the ESEA. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116 of the ESEA, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of section 1116(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1116(d) of the ESEA.
- The school district will incorporate this district wide parent and family engagement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan if requested by the New Jersey Department of Education (NJDOE).
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 90 percent of the one percent reserve goes directly to the schools.
- The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child’s learning;

(B) that parents are encouraged to be actively involved in their child’s education at school;

(C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

(D) the carrying out of other activities, such as those described in section 1116 of the ESEA.

- [For States where a Parental Information and Resource Center is established.] The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

## Part II. Description of How District Will Implement Required District Wide Parent and Family Engagement Policy Components

**[Note:** The District Wide Parent and Family Engagement Policy must include a description of how the district will implement or accomplish each of the following components. *[section 1116(a)(2), ESEA.]* This is a “sample template” as there is no required format for these descriptions. Regardless of the format the district chooses to use, a description of each of the below listed components must be included in order to satisfy statutory requirements.]

1. The **[name of school district]** will take the following actions to involve parents in the joint development of its district wide parent and family engagement plan under section 1112 of the ESEA:  
(List actions)
2. The **[name of school district]** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:  
(List actions)
3. The **[name of school district]** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:  
(List activities)
4. The **[name of school district]** will coordinate and integrate parent and family engagement strategies in Title I, Part A with parent and family engagement strategies under the following other programs: [Insert programs, such as: Head Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:  
(List actions)
5. The **[name of school district]** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement 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). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents) its parent and family engagement policies.  
(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play)
6. The **[name of school district]** will build the schools' and parent's capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
    - the challenging State academic standards,
    - the State and local academic assessments including alternate assessments,
    - the requirements of Title I, Part A,

- how to monitor their child’s progress, and
- how to work with educators:

(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement, by:  
(List activities.)
- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals other school leaders, and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:  
(List activities.)
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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, by:  
(List activities.)
- E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:  
(List actions.)

### Part III. Discretionary District Wide Parent and Family Engagement Policy Components

NOTE: The District Wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1116(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

- training parents to enhance the involvement of other parents;
- in order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parent and family engagement;
- establishing a district wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and
- providing other reasonable support for parent and family engagement activities under section 1116 as parents may request.]

#### Part IV. Adoption

This District wide Parent and family engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by **[name of authorized official]**. This policy was adopted by the **[name of school district]** on **[date]** and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before **[date]**.

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*(Signature of Authorized Official)*

\*This sample template of a District Wide Parent and Family Engagement Policy is not an official U.S. Department of Education document. It is provided only as an example.