

(B10) Title I, Part A School-Level Parent Involvement Policy and Activities

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title I, Part A program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definitions:

The School Level Parent Involvement Policy is a written parent and family engagement policy that explains how a school will support the important role families play in the education of their children. Every SAU that receives Title I, Part A funds must have a written parent and family engagement policy that involves parents and family members in the development of that policy, including parents of students with disabilities.

Statutory Requirements:

Elementary and Secondary Education Act: Section 1116

State Guidance:

Per section 1116(b) of ESEA statute, SAUs and schools must be jointly developing and distributing a school-level written parent family engagement policy.

Along with this requirement, school level officials should:

- Notify parents of the Parent Family Engagement policy in an understandable format and language
 - o Update the policy periodically (with opportunities for parents to contribute)
- Convene an annual parent meeting to inform families about requirements related to funds. Parents invited and encouraged to attend to:
 - o Inform parents that their schools receive Title I funds
 - o Highlight that these funds come with requirements
 - o Emphasize that parents have a right to be involved

- Offer meetings at flexible time for families and may provide transportation, childcare, or home visits.
- Provide timely information about Title I-A Programs
- *If requested by parents*, provide opportunities for regular meetings to formulate suggestions and to participate, if appropriate, in decisions related to their children's education. Provide response to any such suggestions as soon as possible.

Relevant Documentation:

To demonstrate having met the statutory requirements outlined above, the SAU may provide the Maine DOE with the following type(s) of documentation:

- A copy of each school's School Level Parent Involvement Policy (KB or KBF)
- Narrative description, roster, or meeting notes that provide evidence of parental feedback, including from parents of students with disabilities.
- Evidence of activities and strategies carried out that is consistent with the SAU's Title I, Part A parent and family engagement policy. Those can be in a wide variety for formats but can include:
 - Agenda, notes from annual meeting and/or family engagement nights
 - Evaluation form of plan and trainings available
 - Feedback Survey
 - Minutes of parent meetings
 - Narrative of process used to collect data from informal discussion with parents

Technical Assistance:

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.

