

2018-19 District Parent and Family Engagement Policy Checklist and Plan of Action

Requirement	Yes No	Current activity/strategy	Measure of Effectiveness	Continue with current practice or new/enhanced activity/strategy
<p>1. Does the LEA have a current year district parent and family engagement policy? <u>ESSA Section 1116 (a)(2)</u></p>				
<p>2. Is the district parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) <u>ESSA Section 1116 (b)(1)</u></p>				
<p>3. Was the district parent and family engagement policy jointly developed with and agreed on with parents? <u>ESSA Section 1116 (a)(2)</u></p> <ul style="list-style-type: none"> ➤ <i>Invitation to parents/families to attend meeting? Agendas for meetings? Sign-in sheet for meetings including name and title/position? Minutes of meeting?</i> 				
<p>4. Was the district parent and family engagement policy distributed to parents/families? (Not all listed below are required but identify and document how the district policy was distributed) <u>ESSA Section 1116 (a)(2)</u></p> <ul style="list-style-type: none"> ➤ <i>Student handbook? District website? Direct mail? E-mail? Placed in newspaper? Provided at student registration? Provided and explained at beginning of school year event? Discussed at parent-teacher conference?</i> 				
<p>5. Does the district policy describe how the LEA will involve parents in the joint development of the Schoolwide Plan</p>				

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<p>(District Improvement Plan) and, if necessary, the School Improvement Plan?</p> <p><u>ESSA Section 1116 (a)(2)(A)</u></p>				
<p>6. Does the district policy describe how the LEA will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools to plan and implement effective parent involvement activities to improve student academic achievement and school performance?</p> <p><u>ESSA Section 1116(a)(2)(B)</u></p>				
<p>Does the district policy describe how it will build the schools' capacity for parental involvement in the following ways? For all the building capacity requirements maintain documentation</p> <ul style="list-style-type: none"> ➤ Publicity and invitation to parents about events, agendas for meetings and programs, sign-in sheets of meetings and training events including name and position/title of participants, minutes of meetings or record of training event, letters and newsletters and other print, info, E-mails and electronic files, telephone log, record of home visits <p><u>(Building Capacity Requirements)</u></p>				
<p>7. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with</p>				

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<p>educators to improve the achievement of their children. <u>ESSA Section 1116 (e)(1)</u></p>				
<p>8. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy and technology. <u>ESSA Section 1116 (e)(2)</u></p>				
<p>9. Shall educate teachers, specialized instruction support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents/families, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between the parents and the school. <u>ESSA Section 1116 (e)(3)</u></p>				
<p>10. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities such as parent resource centers. <u>ESSA Section 1116 (a)(2)(C) and (e)(4)</u></p>				
<p>11. Shall ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families in a format and, to</p>				

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<p>the extent practicable, in a language the parents can understand. <u>ESSA Section 1116 (e)(5)</u></p>				
<p>12. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. <u>ESSA Section 1116 (e)(14)</u></p>				
<p>Does the district policy describe how the LEA will build the schools' capacity for parental involvement in the following ways? <u>(Building Capacity Options)</u></p>				
<p>13. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. <u>ESSA Section 1116(e)(6)</u></p>				
<p>14. May provide necessary literacy training from funds received under this if the LEA has exhausted all other reasonably available sources of funding for such training. <u>ESSA Section 1116 (e)(7)</u></p>				
<p>15. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings. <u>ESSA Section 1116 (e)(8)</u></p>				

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16. May train parents to enhance the involvement of other parents. <u>ESSA Section 1116 (e)(9)</u>				
17. May arrange school meetings at a variety of times or conduct in-home conferences between teachers and other educators with parents/families who are unable to attend such conferences at school to maximize parental involvement and participation. <u>ESSA Section 1116 (e)(10)</u>				
18. May adopt and implement model approaches to improving parental involvement. <u>ESSA Section 1116 (e)(11)</u>				
19. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section. <u>ESSA Section 1116 (e)(12)</u>				
20. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. <u>ESSA Section 1116 (e)(13)</u>				
21. Does the district policy describe how the LEA will coordinate and integrate parental involvement strategies, to the extent feasible and appropriate, with relevant Federal, State, and local laws and programs?				

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<u>ESSA Section 1116 (a)(2)(C)</u>				
<p>22. Does the district policy describe how, with the meaningful involvement of parents, the LEA will conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools?</p> <p><u>ESSA Section 1116 (a)(2)(D)</u></p>				
<p>23. Does the district policy describe that the annual evaluation will also (i) identify barriers to greater participation by parents/families in activities authorized by this section (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); (ii) identify needs of parents/families to assist with the learning of their children; (iii) identify strategies to support successful school and family interactions?</p> <p><u>ESSA Section 1116 (a)(2)(D)(i - iii)</u></p>				
<p>24. Does the district policy describe that the findings from the evaluation will be used to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement (district and school) policies?</p> <p><u>ESSA Section 1116 (a)(2)(E)</u></p> <ul style="list-style-type: none"> ➤ <i>Retain documentation of surveys and other evaluation tools, sign-in sheets and records of interviews, sign-in sheet</i> 				

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<i>for meetings, agenda of meeting to discuss evaluation data, minutes of meetings.</i>				
25. Does the district policy describe how to involve parents in the activities of the schools, which may include establishing a parent advisory board? <u>ESSA Section 1116 (a)(2)(F)</u>				

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