



Checklist for the School Parent and Family Engagement Policy

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy/plan.

School: _____ Lead Academy _____

CONTENT: *Jointly Developed*

What are the Federal Requirements?

- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f).
- Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
Section 1116(b)(1)
- Each school served under this part shall 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 the joint development of 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.
Section 1116(c)(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.
Section 1116(c)(4)(C)

- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, each school served under this part shall submit any parent comments on the plan when the school makes the plan available to the local educational agency [or district]. *Section 1116(c)(5)*

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

The School Parent and Family Engagement Policy/Plan Describes:

- How parents will be involved in the development of the school parent and family engagement plan
- How the school will make the school parent and family engagement plan available to the local community
- How the school will update, at least annually, the school parent and family engagement plan to meet the changing needs of parents and the school
- How the school will submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents
- How the schools will address opportunities for regular meetings if requested by parents

CONTENT: Annual Title I Meeting

What are the Federal Requirements?

Each school served under this part shall —

- 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.

Section 1116(c)(1)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Conduct an annual meeting (prior to November 1st) to inform parents of the requirements of Title I and the school's participation as well as the parents' rights under Title I.

CONTENT: Communications

What are the Federal Requirements?

- Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.

Section 1116(b)(1)

- Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.

Section 1116(c)(2)

- Each school served under this part shall provide parents of participating children timely information about programs under this part.

Section 1116(c)(4)(A)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

The School Parent and Family Engagement Policy/Plan Describes:

- How the school will ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand
- How the school will offer meetings at various times (such as in the morning and evening)
- How the school will offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
- How the school may offer transportation as such services relate to preventing barriers to parent and family engagement
- How the school may offer child care as such services relate to preventing barriers to parent and family engagement

CONTENT: School-Parent Compact

What are the Federal Requirements?

- As a component of the school-level parent and family engagement developed under subsection (b), 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 standards.

Section 1116(d)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Jointly develop a School-Parent Compact
- Outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
- Build and develop a partnership to help children achieve the challenging State academic standards

CONTENT: *Coordination of Services*

What are the Federal Requirements?

- To the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool 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.

Section 1116 (e)(4)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will:

- Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (*applicable to elementary schools*), college and career ready resources or organizations (*applicable to middle and high schools*), parent resource centers, or other programs

CONTENT: *Building Capacity of Parents*

What are the Federal Requirements?

- A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards students are expected to meet.

Section 1116(c)(4)(B)

- The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:
 - The challenging State’s 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
 - How to work with educators to improve the achievement of their child

Section 1116(e)(1)

- Provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.

Section 1116(e)(2)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the School will:

- Provide parents with a description and explanation of the curriculum in use at the school
- Provide parents with individual student academic assessment results and interpretation of those results
- Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards
- Provide assistance to parents of children served by the school in understanding topics such as:
- Provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement

CONTENT: *Building Capacity of School Staff*

What are the Federal Requirements?

Each school and local educational agency assisted under this part will —

- Educate teachers, pupil services personnel, principals, and other staff (with the assistance of parents) in the value and utility of contributions of parents 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 home and school.

Section 1116(e)(3)

- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in a format and, to the extent practicable, in a language the parents can understand.

Section 1116(e)(5)

- Provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

Section 1116(e)(14)

Does the School Parent and Family Engagement Policy/Plan Include the Following Required Components?

Describes how the school will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:

- In the value and utility of contributions of parents
- In how to reach out to, communicate with, and work with parents as equal partners,
- To implement and coordinate parent programs and build ties between home and school
- To provide information in a format, to the extent practicable, in a language the parents can understand
- To respond to parent requests for parent and family engagement activities

See sample text in the School Parent and Family Engagement Policy template on the Georgia Department of Education Family-School Partnerships Program's website at <http://partnerships.gadoe.org>.

CONTENT: Building Capacity for Involvement

The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.

Did the School and Parents Choose to Include the Following Discretionary (Optional) Components in the School Parent and Family Engagement Policy/Plan?

- Trainings:** Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training. *Section 1116(e)(6)*
- Literacy Training:** Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training. *Section 1116(e)(7)*
- Expenses to Enable Participation:** Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions. *Section 1116(e)(8)*
- Parent Leadership:** Train parents to enhance the involvement of other parents. *Section 1116(e)(9)*
- Flexible Options:** Arrange school meetings at a variety of times, or conduct 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 to maximize parental involvement and participation in their children's education. *Section 1116(e)(10)*
- Model Approaches:** Adopt and implement model approaches to improving parent and family engagement. *Section 1116(e)(11)*
- Parent Advisory Council:** Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. *Section 1116(e)(12)*
- Community and Business Roles:** Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities. *Section 1116(e)(13)*

