

Effective School Parent and Family Engagement Policy Checklist

The following requirements for a school level parent and family engagement policy can be found in ESSA 1116(b) and ESSA 1116 (c) - (f).

The school has a written policy. The policy establishes the school's expectations and objectives for meaningful parent and family involvement and describes how the school will:

Involve parents in policy and plan development

- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of the program;
- Involve parents in the planning, review and improvement of the school parent and family engagement policy.

Offer parent meetings

- Convene an annual meeting at a convenient time, which all parents of participating children shall be invited to and encouraged to attend, to inform parents of their school's participation in Title I and explain the requirements of Title I, and the right of the parents to be involved;
- Offer a flexible number of meetings, such as meetings in the morning or evening, and provide, with funds provided by Title I, childcare or home visits, as such services relate to parental involvement.

Provide parent information

Provide the following to the parents of participating children:

- Timely information about Title I;
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards;
- 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; and
- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Share responsibilities for high student academic achievement:

Each school will jointly develop with parents a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement, and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

The compact shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the state academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time; and
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in elementary schools, at least annually, during which the compact

shall be discussed as the compact relates to the individual child's achievement.

- Frequent reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and ensuring regular two-way, meaningful communication between family members and school staff in a language that family members can understand.
- KDE requires school-parent compacts to be signed by all involved parties and kept on file at each school as documentation.

Build capacity for involvement

- Provide assistance to parents in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children.
- 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) to foster parental involvement;
- Educate teachers, specialized instructional support personnel, principals and other school leaders and other staff – with the assistance of parents – on the value and utility of contributions of parents; how to reach out to, communicate with and work with parents as equal partners; how to implement and coordinate parent programs; and how to build ties between parents and the school;
- Coordinate and integrate, parent involvement programs and activities with other federal, state, and local programs, including public school 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;
- Ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format in a language the parents can understand.

Optional

- Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training;
- Provide necessary literacy training from the Title I funds received if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- Pay reasonable and necessary expenses associated with local parental involvement activities, which may include transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the involvement of other parents;
- 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 such conferences at school, in order to maximize parental involvement and participation;
- Adopt and implement model approaches to improving parental involvement;
- Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- Develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- Provide such other reasonable support for parental involvement activities under this section as parents may request.

Keep the policy updated

- Update the policy periodically to meet the changing needs of the parents and the school.

Make accessible

- Notify parents of the policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand.
- Make the policy available to the local community.
- Provide opportunities, to the extent practicable, for the 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 section 1111 in a format and, to the extent practicable, in a language such parents understand.
- Distribute the policy to parents and family members of participating children.