

## Effective District Parent and Family Engagement Policy Checklist

The following requirements for a school-level parent and family engagement policy can be found in ESSA 1116 (a)(2)(A-F) and ESSA 1116 (e)-(f).

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

### **Involve parents in policy and plan development**

- Involve parents in jointly developing and agreeing on the district PFE policy.
- Involve parents and family members in jointly developing the district plan (CDIP) and the development of school level improvement plans (CSIPs).

### **Coordinate and integrate support and strategies**

- Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. *This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; and*
- Coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant federal, state and local laws and programs.

### **Evaluate the policy**

- Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served by Title I, including identifying:
  - Barriers to greater participation by parents in 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 needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  - Strategies to support successful school and family interactions.
- Use the findings of evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policies described in this section.

### **Involve parents at the school level**

- Involve parents in the activities of the schools served under Title I. *This may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the district to adequately represent the needs of the population served by the district.*
- Involve parents in developing, revising and reviewing the parent and family engagement policy.

### **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), as appropriate, 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; implement and coordinate parent programs; and build ties between parents and the school.
- Coordinate and integrate, to the extent feasible and appropriate, 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 and, to the extent practicable, 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 funds received under Title I, 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 to maximize parental involvement and participation among parents who are unable to attend such conferences at school;
- 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 Title I as parents may request.

### **Make accessible**

- 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.