



## Family Engagement Compliance Calendar 2018-2019



**NOTE: The items identified on this calendar are NOT exhaustive for an effective parent and family engagement program. Many of the items are referenced by statute. Additional items are included for your information and convenience.**

### August 2018

- Texas Parents' Day (2<sup>nd</sup> Sunday of the month).
- Complete Home Language Survey (at registration).
- Notify parents, at least 14 days prior to the beginning of school and at the time of enrollment for new students, of Persistently Dangerous Schools and the option to transfer to a safe public school within the LEA including a public charter school.
- Notify parents of their right to request and receive information regarding the professional qualifications of the student's classroom teachers. *ESSA Section 1112 (e)(1)(A)*
- Consult with parents and families to jointly develop or revise and agree upon and distribute the District and Campus Parental Involvement Policies. *ESSA Section 1116 (a)(2) and (b)(1)*
- Consult with parents and families to develop or revise and agree upon the School-Parent Compact. *ESSA Section 1116 (d)*
- Each Title I, Part A campus has a school-parent compact that outlines how the parents, the entire school staff, and the students share responsibility for improved student achievement and by the means the school and parents will build and develop a partnership to help children achieve the State's high standards. *ESSA Section 1116 (d)*
- Schedule fall Title I, Part A Annual Parent Meeting (usually convene meeting in September). *ESSA Section 1116 (c)(1)*
- Shall provide assistance to parents in understanding the challenging State standards, State and local assessments, and how monitor a child's progress. (This can be provided at a time other than August.) *ESSA Section 1116 (e)(1)*
- Shall provide materials and training to help parents to work with their children to improve their children's achievement. (This can be provided as an ongoing task through the school year.) *ESSA Section 1116 (e)(2)*
- Shall educate teachers, specialized instruction support personnel, principals, and other school leaders, and other staff members, with the assistance of parents, in the value and utility of the contributions of parents. (The training could be at a time other than August.) *ESSA Section 1116 (e)(3)*
- Consult with parents and families to establish a Migrant Districtwide Parent Advisory Council (PAC), Title I, Part C. (If this cannot be done in August do so as soon as practicable). *ESSA Section 1304 (c)(3)*
- Outreach to parents and families of LEP/Immigrant students and inform them how they can be involved in the education of their children and assist their children attain English proficiency and achieve at high levels. *ESSA Section 1112 (e)(3)(C)*

- Inform parents, not later than 20 days after the beginning of the school year or within first two weeks of child being placed in language instruction program when the child was not identified prior to the beginning of the school year, that their child has been identified for participation in a language instruction educational program. *ESSA Section 1112 (e)(3)(A)*
- The LEA homeless liaison will inform parents/guardians of homeless students the educational opportunities and other services available to the child (Identification of homeless students usually occurs at registration but can occur at any time during the school year as family situations change).
- Provide frequent reports on Student Progress. *ESSA 1116 (d)(2)(B)*
- Complete ESSA Consolidated Federal Grant Application

### **September**

- If allowed by your LEA or campus administrators, register and attend the Association for Compensatory Educators of Texas (ACET) Conference, Omni Corpus Christi Hotel, Corpus Christi, October 23-25.
- If allowed by your LEA or campus administrators, register and attend the Advancing Improvement in Education (AIE) Conference, San Antonio Convention Center, November 13-14
- If allowed by your LEA or campus administrators, register and attend the Statewide Parental Involvement Conference at the Frisco Embassy Suites Hotel and Convention Center, Frisco, December 6-8.
- ESSA Consolidated Federal Grant Application, due around September 3
- Conduct Parent-Teacher Conferences where school-parent compacts are discussed (required at the elementary level). *ESSA Section 1116 (d)(2)(A)*
- Convene and document the Title I, Part A Annual Parent Meetings for each Title I, Part A Campus. *ESSA Section 1116 (d)(2)(A)*: explain the program requirements, inform parents of their right to be involved, and explain the Reservation of Funds for parental involvement and the parents' role in deciding the use of the funds (for schools receiving \$500,000 or more Title I, Part A funds)
- Provide communications about the Title I, Part A program in a format, and the extent practicable, in a language parents understand. (Provide information to parents in a format and language they understand is practiced throughout the school year). *ESSA Sections 1112 (e)(4) and 1116 (b)(1) & (e)(5)*
- If this has not been done already, distribute the District and Campus Parental Involvement Policies to parents and families. *ESSA 1116 (a)(2) & (b)(1)*
- If this has not been done already, distribute the School-Parent Compact to parents and families. *ESSA Section 1116 (d)*
- The Schoolwide Plan/Campus Improvement Plan shall be available to parents and families. *ESSA Section 1114 (b)(2) & (4)*
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## **October**

- If this has not been done already, conduct Parent-Teacher Conferences where school-parent compacts are discussed (required at the elementary level). *ESSA Section 1116 (d)(2)(A)*
- If allowed by your LEA or campus administrators, register and attend the Statewide Parental Involvement Conference at the Frisco Embassy Suites Hotel and Convention Center, Frisco, December 6-8.
- If allowed by your LEA or campus administrators, register and attend the Association for Compensatory Educators of Texas (ACET) Conference, Omni Corpus Christi Hotel, Corpus Christi, October 23-25.
- Promote parental and community participation in programs for LEP, Title III, Part A. *ESSA 3115 (d)(6)(B) & (e)(1)(A) AND P.L. 114-95 Section 1112 (e)(3)(C)*
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## **November**

- If allowed by your LEA or campus administrators, register and attend the Statewide Parental Involvement Conference at the Frisco Embassy Suites Hotel and Convention Center, Frisco, December 6-8
- National Parent Involvement Day (3rd Thursday of the month)
- Texas Academic Performance Reports (TAPR) released on (or about) November 21
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## **December**

- If allowed by your LEA or campus administrators, register for the National Title I Conference, Kansas city, MO, January 30-February 2.
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- Notification to parents and families of LEP/Immigrant students if LEA fails to meet annual measurable achievement objectives, notification must occur within 30 days, Title III, Part A. (This requirement is not tied to December but must be reported at the appropriate time in the district process)
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## **January 2019**

- Disseminate Annual State Report Card and Annual LEA Report Card results to parents, usually early in the new calendar year but not later than early March depending upon the availability of relevant data. *ESSA Section 1111 (h)(1)(B) and (h)(2)(B)*
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- If allowed by your LEA or campus administrators, register for the National Title I Conference, Kansas City, MO, January 30 – February 2.
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*
- Shall provide assistance to parents in understanding the challenging State standards, State and local assessments, and how monitor a child's progress. (This can be provided throughout the school year.) *ESSA Section 1116 (e)(1)*
- Shall provide materials and training to help parents to work with their children to improve their children's achievement. (This can be provided as an ongoing task through the school year.) *ESSA Section 1116 (e)(2)*
- Shall educate teachers, specialized instruction support personnel, principals, and other school leaders, and other staff members, with the assistance of parents, in the value and utility of the contributions of parents. (The training can be provided throughout the school year.) *ESSA Section 1116 (e)(3)*

## **February**

- Disseminate Annual State Report Card and Annual LEA Report Card results to parents, but not later than early March depending upon the availability of relevant data. *ESSA Section 1111 (h)(1)(B) and (h)(2)(B)*
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## **March**

- Promote parental and community participation in programs for LEP, Title III, Part A
- Comprehensive Needs Assessment, annual evaluation of the content and effectiveness of the parent and family engagement policy and program in improving the academic quality of the schools. *ESSA Section 1116 (a)(2)(D)*
- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## April

- Schedule, consult, and conduct with parents and families an annual evaluation of the content and effectiveness of the parent and family engagement policy and program toward improving the academic quality of the schools. *ESSA Section 1116 (a)(2)(D)*
- Consult with parents and families in the development, review or revision, and evaluation of the Schoolwide Plan/Campus Improvement Plan and the District Improvement Plan. *ESSA Section 1114 (b)(2)*
- If allowed by your LEA or campus administrators, register and attend the Association for Compensatory Educators of Texas (ACET) Conference, Renaissance Hotel, Austin, April 23-25.
- Public School Volunteer Week (3<sup>rd</sup> week of the month).
- Provide frequent reports on Student Progress. *ESSA 1116 (d)(2)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## May

- Provide frequent reports on Student Progress. *ESSA Section 1116 (d)(2)(B)*
- Provide to parents information about the level of achievement of the child in each of the required state academic assessments. (If this cannot be completed before the school year concludes do this as soon as practicable) *ESSA Section 1112 (e)(1)(B)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. *ESSA Section 1112 (e)(1)(B)*

## June

- Provide to parents information about the level of achievement of the child in each of the required state academic assessments (If this cannot be completed before the school year concludes do this as soon as practicable) *ESSA Section 1112 (e)(1)(B)*
- Prepare and submit ESSA Consolidated Federal Grant Application, if applicable.
- Prepare and submit ESSA Consolidated Compliance Report, due around Aug 1.

## July

- Submit ESSA Consolidated Federal Grant Application, if applicable (strive to submit on or before July 1 for July 1 stamp-in date).
- Prepare and submit ESSA Consolidated Compliance Report, due around Aug 1.
- National Parents' Day. (4<sup>th</sup> Sunday of the month).

**REVISED July 2018**