

LEA Parent and Family Engagement Policy Documentation and Evaluation

Requirement	Yes No	Documentation	Measure of Effectiveness
<p>1. Does the LEA have a current year parent and family engagement policy? <u>ESSA Section 1116 (a)(2)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>2. Is the LEA parent and family engagement policy presented in a format and written in a language parents/family can understand? (Is it user friendly?) <u>ESSA Section 1116 (b)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Briefly describe LEA's translation procedure.	
<p>3. Was the LEA parent and family engagement policy jointly developed with and agreed on with parents? <u>ESSA Section 1116 (a)(2)</u></p> <p>➤ <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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Documentation:</p> <input type="checkbox"/> Flyers/advertisement <input type="checkbox"/> Committee list/roles <input type="checkbox"/> Agendas <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Other	
<p>4. Was the LEA parent and family engagement policy distributed to parents/families? (Not all listed below are required but identify and document how the LEA policy was distributed) <u>ESSA Section 1116 (a)(2)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Distribution method (check all that apply):</p> <input type="checkbox"/> Mailed to home <input type="checkbox"/> Posted on website <input type="checkbox"/> Student Handbook <input type="checkbox"/> Distributed at Title I, Part A Annual Meeting <input type="checkbox"/> Provided at student registration <input type="checkbox"/> Given and discussed at parent-teacher conferences <input type="checkbox"/> Social Media Posts <input type="checkbox"/> Other:	
<p>5. Does the LEA policy describe how the LEA will involve parents in the joint development of the LEA/district Improvement Plan (DIP)? <u>ESSA Section 1116 (a)(2)(A)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Page # in DIP for names and roles of committee members Page # _____</p> <p>Describe process for involving parents in the development of the plan.</p>	

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<p>6. Does the 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it describes how the LEA will provide the coordination, technical assistance, and other support.</p>	
<p>Does the LEA policy describe how it will build the school’s 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>(Building Capacity Requirements – SHALL = MUST)</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 educators to improve the achievement of their children.</p> <p><u>ESSA Section 1116 (e)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it shows how LEA provided assistance to parents/families in understanding State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with educators to improve the achievement of their children.</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.</p> <p><u>ESSA Section 1116 (e)(2)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it shows how the LEA provided materials and training to help parents to work with their children to improve their children's achievement.</p>	

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<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.</p> <p><u>ESSA Section 1116 (e)(3)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Training date: Documentation: <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheet <input type="checkbox"/> Copy of presentation <input type="checkbox"/> Other	
<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.</p> <p><u>ESSA Section 1116 (a)(2)(C) and (e)(4)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: <input type="checkbox"/> Agendas <input type="checkbox"/> Invitations to other programs <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Other:	
<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 the extent practicable, in a language the parents can understand.</p> <p><u>ESSA Section 1116 (e)(5)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe translation procedure. List types of communication: <input type="checkbox"/> Translated into language(s) needed <input type="checkbox"/> Interpreter provided in needed languages <input type="checkbox"/> Translation software available in needed languages <input type="checkbox"/> Videos available on-line in needed languages <input type="checkbox"/> Name of translation software program used:	
<p>12. Shall provide such other reasonable support for parental involvement activities under this section as parents may request.</p> <p><u>ESSA Section 1116 (e)(14)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how parents/families can submit request(s). List types of support available.	

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<p>Does the LEA policy describe how the LEA will build the schools' capacity for parental involvement in the following ways? (Building Capacity Options= MAY) Please note that this section is optional, but it is considered best practices. For those options you choose to provide, documentation and evaluation of practice is needed.</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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe how parents are involved in the development of training. How are parents notified about opportunities for involvement?</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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe literacy training provided. How are parents notified about opportunities for literacy training?</p>	
<p>15. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents/families to participate in school-related meetings and trainings. <u>ESSA Section 1116 (e)(8)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe process for paying travel for parents to participate in school-related trainings. Describe process for providing or paying childcare costs for parents to participate in school-related trainings. How are these expenses documented?</p>	
<p>16. May train parents to enhance the involvement of other parents. <u>ESSA Section 1116 (e)(9)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe training provided to parents to enhance involvement with other parents. Documentation: <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Agendas</p>	
<p>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</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Documentation: <input type="checkbox"/> Dated flyers <input type="checkbox"/> Dated sign-in sheets <input type="checkbox"/> Log of home-visits</p>	

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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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe process implemented.	
19. May establish a LEA/district 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	How are parents notified about opportunities to serve on the parent advisory council? Documentation: <input type="checkbox"/> Sin-in sheets <input type="checkbox"/> Meeting agendas	
20. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. <u>ESSA Section 1116 (e)(13)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how community members are involved in the parent and family engagement program.	
21. Does the LEA 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? <u>ESSA Section 1116 (a)(2)(C)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Highlight in policy where it describes how LEA will coordinate and integrate PFE strategies with other programs.	

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<p>22. Does the LEA 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it describes how the LEA will conduct an evaluation of content and effectiveness of PFE programs.</p>	
<p>23. Does the LEA policy describe that the annual evaluation will also (i) identify barriers to greater participation by parents/families in activities authorized by this section; (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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it describes that the annual evaluation will address:</p> <ol style="list-style-type: none"> 1. Barriers to participation 2. Needs of parents to assist in child’s learning 3. Identify strategies to support successful school-family interactions 	
<p>24. Does the LEA 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 (LEA and school) policies?</p> <p><u>ESSA Section 1116 (a)(2)(E)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it describes how evaluation findings will be used to design strategies.</p> <p>Documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Surveys and evaluation tools <input type="checkbox"/> Sign-in sheets for interviews and/or meetings <input type="checkbox"/> Records of interviews <input type="checkbox"/> Agenda of meetings <input type="checkbox"/> Minutes 	
<p>25. Does the LEA policy describe how to involve parents in the activities of the schools, which may include establishing a parent advisory board?</p> <p><u>ESSA Section 1116 (a)(2)(F)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it describes how parents can be in PFE activities and involved in PFE advisory board.</p>	

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26. Suggestions for Improvement Ideas for improvement, as well as new ideas. Use for planning purposes.		List suggestions/ideas	
Date document was completed: _____			

Measure of effectiveness examples:

- Surveys
- Evaluations
- Focus groups
- Interviews
- Assessments
- Questionnaires
- Increased involvement of parents and families
- Decrease in discipline referrals