

SCHOOL Parent and Family Engagement Policy Documentation and Evaluation

Requirement	Yes No	Documentation	Measure of Effectiveness
<p>1. Does the school have a current year school parent and family engagement policy? <u>ESSA Section 1116 (b)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>2. Is the school 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 school/LEA translation procedure.	
<p>3. Was the school parent and family engagement policy jointly developed with and agreed on with parents? <u>ESSA Section 1116 (b)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: <input type="checkbox"/> Flyers/advertisement <input type="checkbox"/> Committee list/roles <input type="checkbox"/> Agenda <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Other	
<p>4. Was the school parental involvement 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 (b)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Distribution method (check all that apply): <input type="checkbox"/> Mailed/emailed 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. Was the school parent and family engagement policy made available to the local community? <u>ESSA Section 1116 (b)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: <input type="checkbox"/> Newspaper <input type="checkbox"/> Presented at School Board Meeting <input type="checkbox"/> Posted throughout Community <input type="checkbox"/> Church <input type="checkbox"/> Grocery Store <input type="checkbox"/> Other	

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<p>6. Does the school policy describe the two attendance options on different days, at convenient but different times for the Title I, Part A Annual meeting, to which all parents will be invited and encouraged to attend, to inform parents of the school's participation under this part and to explain the requirements under this part, and the right of parents to be involved?</p> <p><u>ESSA Section 1116 (c)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Documentation:</p> <input type="checkbox"/> How were parents notified about the annual meeting? <input type="checkbox"/> Flyers/advertisement <input type="checkbox"/> Email blast <input type="checkbox"/> Notice sent home with students <input type="checkbox"/> Telephone tree <input type="checkbox"/> Other: <input type="checkbox"/> Committee list/roles <input type="checkbox"/> Agendas (including handouts) <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in sheets (name/role) <input type="checkbox"/> Other	
<p>7. Does the school policy affirm that the school will offer a flexible number of meetings, such as morning and evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement?</p> <p><u>ESSA Section 1116 (c)(2)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Documentation:</p> <input type="checkbox"/> Dated flyers <input type="checkbox"/> Dated sign-in sheets <input type="checkbox"/> Log of home-visits Describe process for paying childcare and travel for parents to participate in school-related trainings. How are these expenses documented?	
<p>8. Does the school policy describe how parents will be involved 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?</p> <p><u>ESSA Section 1116 (c)(3)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it shows how parents can be involved in developing and reviewing PFE policy.</p>	
<p>9. Does the school policy address how parents/families will be provided timely information about school programs under this part?</p> <p><u>ESSA Section 1116 (c)(4)(A)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it addresses how timely information will be provided.</p>	

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<p>10. Does the school policy address how parents/families will be provided 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? <u>ESSA Section 1116 (c)(4)(B)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it addresses how parents are provided a description and explanation of:</p> <ul style="list-style-type: none"> • Curriculum • Forms of academic assessment • Achievement levels of State academic standards 	
<p>11. Does the school policy address how parents/families, when requested, will have 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? <u>ESSA Section 1116 (c)(4)(C)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it addresses how parents will have opportunities to participate and provide suggestions about the education of their children.</p>	
<p>12. Does the school policy advise that if the schoolwide program plan (campus improvement plan) is not satisfactory to parents that the school will submit any parent comments on the plan when the school makes the plan available to the LEA? <u>ESSA Section 1116 (c)(5)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe process for parents to submit comments. Highlight in policy where it states parent comments can be submitted concerning the plan.</p>	
<p>Does the school policy describe how the school will build the school's (and parents') capacity for parental involvement in the following ways? For all the building capacity requirements maintain documentation.</p> <p>➤ 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> <p>(Building Capacity Requirements, SHALL=MUST)</p>			
<p>13. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress, and how to work with educators to improve the achievement of their children. <u>ESSA Section 1116 (e)(1)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it shows how school 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>	

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<p>Does the school policy describe how the school will build the school’s 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>14. Shall 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. <u>ESSA Section 1116 (e)(2)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Highlight in policy where it shows how school provided materials and training to help parents to work with their children to improve their children's achievement.</p>	
<p>15. 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. <u>ESSA Section 1116 (e)(3)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Training date: Documentation: <input type="checkbox"/> Agenda <input type="checkbox"/> Sign-in Sheet <input type="checkbox"/> Copy of presentation <input type="checkbox"/> Other:</p>	
<p>16. 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 programs such as parent resource centers. <u>ESSA Section 1116 (a)(2)(C) and (e)(4)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Documentation: <input type="checkbox"/> Agenda <input type="checkbox"/> Invitation to other programs <input type="checkbox"/> Minutes <input type="checkbox"/> Sign-in Sheets <input type="checkbox"/> Other:</p>	
<p>17. 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. <u>ESSA Section 1116 (e)(5)</u></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Describe translation procedure. List types of communication: <input type="checkbox"/> Translated into language(s) needed <input type="checkbox"/> Interpreters provided in language(s) needed <input type="checkbox"/> Software available for translation <input type="checkbox"/> Videos available on-line with information provided in different language(s)</p>	
<p>18. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. <u>ESSA Section 1116 (e)(14)</u></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 <input type="checkbox"/> Other</p>	

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Does the school policy describe how the school will build the school’s 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.			
19. 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Describe how parents are involved in the development of training. • How are parents notified about opportunities for involvement? 	
20. 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Describe literacy training provided. • How are parents notified about opportunities for literacy training? 	
21. 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • 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. • Are expenses documented in the CIP? 	
22. May train parents to enhance the involvement of other parents. <u>ESSA Section 1116 (e)(9)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> • Describe training provided to parents to enhance involvement with other parents. 	
23. May arrange school meetings at a variety of times or conduct in-home conferences between teachers and other educators with parents/families who are unable to attend such conferences at school in order to maximize parental involvement and participation. <u>ESSA Section 1116 (e)(10)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: <input type="checkbox"/> Dated flyers <input type="checkbox"/> Dated Sign-in sheets <input type="checkbox"/> Log of home visits <input type="checkbox"/> Other	

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24. 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	<ul style="list-style-type: none"> Describe model approaches implemented. 	
25. 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	<ul style="list-style-type: none"> Describe how community members are involved in the parent and family engagement program. 	
26. Suggestions for Improvement Ideas for improvement, as well as new ideas. Use for planning purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> 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