

Parent and Family Engagement Policy Checklist (School)

Citation: Federal law [20 U.S.C. §6318(b)(c)(d)(e)] requires that each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parental and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the following requirements:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and their right to be involved;
- Offer flexible meeting times, such as meetings in the morning or evening;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school parent and family engagement policy and the joint development of the Title I Schoolwide Plan;
- Provide parents with timely information about Title I, Part A including: 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;
- Develop jointly with parents and family members a **school-parent/family compact** that outlines shared responsibility for improved student academic achievement (see ESSA Sec. 1116(d)(1)(2) or USBE website for the requirements of this document);
- Ensure effective engagement of parents and support a partnership among the school, parents, and the community to improve student academic achievement;
- Provide assistance to parents, as appropriate, in understanding such topics as the State's academic content 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 work with their children to improve their children's achievement, such as literacy training;
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, 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 parents and the school;
- To the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities 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 an understandable and uniform format and, to the extent practicable, in a language the parents can

understand;

- Provide such other reasonable support for parental involvement activities as parents may request;
- Notify parents of the policy in an understandable and uniform format and, to the extent practicable, provide in a language the parents can understand. Make policy available to the local community and update periodically to meet the changing needs of parents and the school.