

TITLE I, PART A WRITTEN PARENT AND FAMILY ENGAGEMENT POLICY CHECKLIST

School Name:		LEA Name:	
<p><i>The Title I, Part A Parent and Family Engagement section of the Every Student Succeeds (ESSA) requires each Title I, Part A school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to the school and parent programs, meetings and other activities are sent to the parents of Title I, Part A children.</i></p>			
Evidence that the school parent and family engagement policy [Section 1116(b) (1) - (4)]			
<input type="checkbox"/>	was jointly developed with parents (sign in sheet, agenda, minutes)	<input type="checkbox"/>	will be annually reviewed and revised as necessary
<input type="checkbox"/>	was distributed to parents of the participating children, to the extent practicable, in a format and language parents can understand		
<input type="checkbox"/>	was provided to the local community		
POLICY REQUIREMENTS [Section 1116 (c)(1)(2)(3)(4)(5): <i>The parent and family engagement policy states <u>how</u> the school...</i>		YES indicates evidence of the policy requirement and a description of how the activity will be implemented	Note location in policy:
1.	<i>will convene an annual meeting.</i> 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 under this part and to explain the requirements of this part, and the right of the parents to be involved	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.	<i>will offer a flexible number</i> of meetings, such as meetings in the morning and evening	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.	<i>will involve parents, in an organized,</i> 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 and:	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.1	<i>will jointly develop the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.	will provide parents of participating children-		
4.1	timely information about programs under this part	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.2	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 state academic standards	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.3	if requested by parents, 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	<input type="checkbox"/> yes <input type="checkbox"/> no	

POLICY REQUIREMENTS CONTINUED <i>The parent and family engagement policy states <u>how</u> the school...</i>		YES indicates evidence of the policy requirement and a description of how the activity will be implemented	Note location in policy:
5.	<i>if the schoolwide program plan</i> under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.	SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT -As a component of the school-level parent and family engagement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards [Section 1116(d)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
Such Compact Shall-			
1.	Describe the school responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards	<input type="checkbox"/> yes <input type="checkbox"/> no	
1.1	Ways in which each parent will be responsible for supporting their children's learning by volunteering in their child's classroom	<input type="checkbox"/> yes <input type="checkbox"/> no	
1.2	Ways in which parents will participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.	Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum-	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.A	Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.B	Frequent reports to parents on their child's progress	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.C	Reasonable access to staff , opportunities to volunteer and participate in their child's class, and observation of classroom activities	<input type="checkbox"/> yes <input type="checkbox"/> no	
2.D	Ensuring regular two-way meaningful communication between family members and school staff, and to the extent practicable, in a language family members can understand	<input type="checkbox"/> yes <input type="checkbox"/> no	