

DEVELOPING A WRITTEN PARENT AND FAMILY INVOLVEMENT POLICY

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

LEA Name:	District Title I Contact:	Date:	
<p><i>All LEA's receiving Title I, Part A funds are required under Section 1116(a)(2) of the Every Child Succeeds Act (ESSA) to develop a written parent and family engagement policy for the LEA's that establishes the district's expectations and specifically describes how the LEA will meet the required components of the policy.</i></p>			
Evidence that the district written parent and family engagement policy [Section 1116 (a)(2)]			
<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 participating children, to the extent practicable, in a format and language parents can understand		
<input type="checkbox"/>	was incorporated into schoolwide plan/district improvement plan		
*	<i>The above items are generally monitored through compliance reports and desk audits.</i>		
LEA POLICY REQUIREMENTS			
[Section 1116(a)(2)]: <i>The parent and family engagement policy states <u>how</u> the district...</i>		YES indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
A. will involve parents in the joint development of the Title I program plan, including the P.I. Policy (Section 1112) and the support and improvement plan under section 1111.	<input type="checkbox"/> yes <input type="checkbox"/> no		
B. will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance	<input type="checkbox"/> yes <input type="checkbox"/> no		
C. will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies with other relevant Federal, State, and local programs.	<input type="checkbox"/> yes <input type="checkbox"/> no		
D. will conduct , with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under this part, including identifying - <i>(The following language is from the guidance and broken down into bullets to ensure the items are addressed.)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no		
D.i identify barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)	<input type="checkbox"/> yes <input type="checkbox"/> no		
D.ii identify the needs of parents and family members to assist with the learning of their children and engaging with school personnel and teachers	<input type="checkbox"/> yes <input type="checkbox"/> no		
D.iii identify strategies to support successful school and family interactions	<input type="checkbox"/> yes <input type="checkbox"/> no		

E. Will use the findings from the evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy.	<input type="checkbox"/> yes <input type="checkbox"/> no	
F. Will involve parents in the activities of the schools, which may include establishing a parent advisory board.	<input type="checkbox"/> yes <input type="checkbox"/> no	
G. The LEA will build the school's and parents' capacity for strong parental involvement as described in subsection (e) (See Required Policy Activities - Building Capacity for Involvement, page 6.)	<input type="checkbox"/> yes <input type="checkbox"/> no	
ADDITIONAL LEA EXPECTATIONS <i>The following items are also required but do not necessarily need to be addressed in the LEA policy.</i>	YES indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Existing Documentation:
1. The LEA will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs under this part. Those programs, activities, and procedures will be planned and implemented with meaningful consultation with parents of participating children. [Section 1118(a)(1)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
2. The LEA will involve the parents and families of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than 90 percent of the one percent reserved goes directly to the schools. (Only applicable for LEA's with Title I, Part A allocations greater than \$500,000.) [Section 1116(a)(3)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
3. LEA's that receive less than \$5000,000 must carry out the requirements of parent and family engagement under ESSA, but they aren't required to reserve any specific amount from their Title I, Part A allocation to do so.	<input type="checkbox"/> yes <input type="checkbox"/> no not applicable (if receive less than \$5000,000)	

Notes: