Local Educational Agency (LEA) and School Side-by-Side Required Policy | Plan Components Checklist

Section 1116 of ESSA

✓	LEA Parent/Family Engagement Policy	✓	School Parent/Family Engagement Plan
☐	Each Title I, Part A served **LEA** must **establish the expectations and objectives** for meaningful parent and family engagement and describe how the LEA will: A. Involve parents and family members in jointly LEA's plan under section 1112, and the development of support and improvement plans under section 1111(d). Distribute to parents the parent and family engagement policy.	☐	Each Title I, Part A served **school** in a LEA must: • Involve parents in the development of the written parent and family engagement policy/plan. • Distribute to parents the parent and family engagement /plan. • Agree with parents to the changes or updates to the parent and family engagement policy/plan. Parents must be notified of the policy/plan in an understandable and clear format and, if necessary, provided in a language the parents can understand. Such policy/plan must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
☐	B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.	☐	1. Convene an annual meeting, at a convenient time, to which all parents of participating children must be invited and encouraged to attend to inform parents of their school's participation in Title I, Part A, the requirements of the program, and the right of the parents to be involved.
☐	C. Coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;	☐	2. Offer a flexible number of meetings, such as in the morning or in the evening. Funds may be used to provide transportation, childcare, or home visits, as the services relate to parent involvement.
☐	D. 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 all schools served under this part, including identifying – • 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); • The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and • Strategies to support successful school and family interactions.	☐	3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under the Title I, Part A Program, including the planning, review, and improvement of the school parent and family engagement policy/plan and the joint development of 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;
☐	E. Use the findings of such evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the parent and family engagement policy.	☐	4. Provide parents of participating children: A. Timely information about Title I, Part A programs. B. 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;. C. 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 to respond to any such suggestions as soon as practicably possibly.

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☐	F. Involve parents in the activities of the schools served under Title I, Part A. This may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA. The advisory board can help develop, revise, and review the parent and family engagement policy.		5. If the schoolwide plan is unsatisfactory to the parents of participating children, submit parent comments when the school makes the plan available to the LEA.
TA	**The following should be part of the implementation process and does not need to be included as a policy component.** **LEAs with an allocation over $500,000** must carry out **at least <u>one</u> of the following** activities and strategies consistent with the LEAs parent and family engagement policy: ☐ Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies. ☐ Supporting programs that reach parents and family members at home, in the community, and at school. ☐ Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members. ☐ Collaborating, or providing subgrants to schools to enable collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement. ☐ Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency's parent and family engagement policy.	☐	6. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT The School-Parent Compact must: 1. Describes the school's 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 challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and 2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: A. Parent-teacher conference in elementary schools, at least annually, during which the compact must be discussed as it relates to the individual child's achievement. B. Frequent reports to parents on their children's progress. C. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; D. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
		☐	**Building PFE Capacity for Parents and Staff – The school is required to:** 1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators. 2. Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy). 3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement. 4. Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement. 5. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. 6. Provide reasonable support for parent and family engagement activities that parents and families may request.

TA: Technical Assistance