**School Parent and Family Engagement (PFE) Policy/Plan Checklist**

For each of the items below, mark whether the school has fully met the requirement or has not. Then provide a description of the activity and documentation available for the activity.

| **School:** |  | **Date:** |  |
| --- | --- | --- | --- |
|  |  | **Staff Lead:** |  |

| **School Parent and Family Engagement** | **Yes** | **No** | **Description of Activity** | **Documentation** |
| --- | --- | --- | --- | --- |
| 1. Parents are **involved in:** |
| **Development** of School PFE Policy (including School Improvement Plans) |  |  |  |  |
| **Approval** of the School PFE Policy (including School Improvement Plans) |  |  |  |  |
| 2. School distributes to parents the School Level PFE Policy |  |  |  |  |
| 3. School informs parents about the requirements of the school PFE policy and improvement plan and the right of parents to be involved. |  |  |  |  |
| 4. School offers flexible number of meetings, such as in the morning or evening.  |  |  |  |  |
| 5. School provides timely notification of options, rights, and information under Title I, Part A, Including: |  |  |  |  |
| 1. Curriculum explanation
 |  |  |  |  |
| 1. Academic assessments used to measure student progress
 |  |  |  |  |
| 1. Expected proficiency levels
 |  |  |  |  |
| 6. School has opportunities for parents to submit parent comments when the schoolwide plan or school improvement plan is unsatisfactory to the parents of participating children. |  |  |  |  |
| 7. If requested by parents, school has opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. |  |  |  |  |
| 8. School has regular communications with parents about their child’s educational progress. |  |  |  |  |
| 9. School holds an annual Title I, Part A parent meeting. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Parent and Family Engagement** | **Yes** | **No** | **Description of Activity** | **Documentation** |
| **School-Parent Compact Requirements:** |
| 1. School develops and created a school-parent compact with the help of parents and staff. |  |  |  |  |
| 2. The compact must also address the importance of communication between teachers and parents on an on-going basis through, at a minimum: |  |  |  |  |
| 1. 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.
 |  |  |  |  |
| 1. Frequent reports to parents on their children’s progress.
 |  |  |  |  |
| 1. Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.
 |  |  |  |  |
| 1. 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.
 |  |  |  |  |
| 1. 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).
 |  |  |  |  |
| 1. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
 |  |  |  |  |
| 1. 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.
 |  |  |  |  |
| 1. 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.
 |  |  |  |  |