

Arkansas Family and Community Engagement – Required Components Checklist (District, p. 1/1)

1: Jointly Developed Expectations and Objectives

- 1.1: Involve parents in the development of the district PFE plan, the schoolwide program plan, and support and improvement plans
- 1.2: Establish expectations and objectives for meaningful involvement, reflecting the specific needs of students and families
- 1.3: Make the district parent and family engagement plan available to the families and the local community
 - File with DESE by August 1 [Indistar]
 - On district website by August 1
 - Parent-friendly summary/explanation of the PFE plan online and in student handbook
- 1.4: Ensure adequate representation of parents and families of participating children in the process
- 1.5: Incorporate the parent and family engagement plan into the schoolwide plan
- 1.6: Submit to the State the comments from parents who deem the schoolwide plan unsatisfactory

2: Building Staff Capacity through Training & Technical Assistance

- 2.1: Ensure professional development requirements are met for teachers and administrators
- 2.2: Provide coordination, technical assistance, and other support to schools in
 - jointly-developing school parent and family engagement plans
 - implementing effective parent and family involvement activities
 - jointly-developing school-parent compacts
- 2.3: Train teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents, in:
 - the value and utility of contributions of parents
 - how to reach out to, communicate with, and work with parents as equal partners
 - how to implement and coordinate parent programs
 - how to build ties between parents and the school
- 2.4: Provide training at least annually for volunteers
- 2.5: Place a parent-friendly summary of the (district) parent and family engagement plan as a supplement to the student handbook
- 2.6: Obtain signatures from each parent acknowledging receipt of the (district's) parent and family engagement plan
- 2.7: Ensure information is sent in a language and format parents and families can understand

3: Building Parent Capacity

- 3.1: Provide assistance to parents, as appropriate, in understanding
 - the challenging State academic standards
 - State and local academic assessments
 - the requirements of Title I, Part A
 - how to monitor a child's progress and work with educators to improve the achievement of their children
- 3.2: Provide materials and training to help parents to work with their children to improve their children's achievement
 - such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- 3.3: Provide such other reasonable support for parental involvement activities under this section as parents may request
- 3.4: Describe how each discretionary item your district and parents chose will be implemented
 - D.1: may provide necessary literacy training if the [district] has exhausted all other reasonably available sources of funding
 - D.2: may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
 - D.3: may train parents to enhance the involvement of other parents
 - D.4: may adopt and implement model approaches to improving parental involvement
 - D.5: may establish a districtwide parent advisory council
 - D.6: may develop appropriate roles for community-based organizations and businesses

4: Reservation and Evaluation

- 4.1: Reserve at least 1% of district allocation under Title I, Part A, ensuring that a minimum of 90% of that 1% goes to schools, priority given to high-need schools (*Does not apply if the district receives less than \$500,000*)
- 4.2: Ensure parents and families are involved in the decisions regarding how funds reserved for PFE are allotted for parental involvement activities
- 4.3: Ensure the funded activities and strategies are consistent with the district PFE policy
- 4.4: Conduct an annual evaluation identifying barriers, needs, and strategies for improving the academic quality of all schools
- 4.5: Use the findings from the evaluation to design evidence-based strategies for more effective parental involvement
- 4.6: Review and approve the plan for each school
- 4.7: Review and update district plan annually by August 1

5: Coordination

- 5.1: Coordinate and integrate programs and activities with other Federal, State, and local programs
- 5.2: Conduct other activities, such as parent resource centers, that encourage and support parents