

Arkansas Family and Community Engagement – Required Components Checklist (School, p.1/2)

1: Jointly Developed

- **1.1:** Involve parents in the development of the school parent and family engagement plan
- **1.2:** Involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school
- **1.3:** Ensure adequate representation of parents of participating children in the process in a variety of roles
- **1.4:** Submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents
- **1.5:** Address opportunities for regular meetings if requested by parents
(*May accomplish collaboration through the coalition of parents and community representatives*)

2: Annual Title I Meeting

- **2.1:** Conduct an annual Title I meeting
 - to inform parents of the requirements of Title I and the school's participation
 - to inform parents of their rights under Title I
 - (*Recommendation: Include the month/year or month/day/year when the Annual Title I meeting will be held*)
(*Note: The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the Parent and Family Engagement Plan and School-Parent Compacts.*)

3: Communications

- **3.1:** ***Make the school parent and family engagement plan available to families and the local community
 - Include contact information for the parent facilitator
- **3.2:** Ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand, and that the informational packet is appropriate for the age and grade of each child
- **3.3:** ***Distribute an informational packet annually to include
 - Description of engagement program
 - Recommended roles
 - Ways for a family to get involved in a variety of roles
 - Survey regarding volunteer interests
 - Schedule of activities planned throughout the school year
 - Regular, two-way, and meaningful system for parents/teachers to communicate
- **3.4:** ***Place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook
 - Obtain signatures from each parent acknowledging receipt of the [district's] parent and family engagement plan summary
- **3.5:** Offer meetings at various times (such as in the morning and evening)
- **3.6:** Offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
(*May offer transportation as such services relate to preventing barriers to parent and family engagement*)
(*May offer child care as such services relate to preventing barriers to parent and family engagement*)
(*May offer home visits as such services relate to preventing barriers to parent and family engagement*)
(*Must post these items to website by August 1)**

4: School-Parent Compact

- **4.1:** Jointly develop a School-Parent Compact
 - Outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
 - Address the importance of regular two-way, meaningful communication through:
 - conferences (no fewer than 2 each year)
 - frequent reports on progress
 - reasonable access to staff
 - opportunities to volunteer
 - observation of classroom activities
- **4.2:** Build and develop a partnership to help children achieve the challenging State academic standards
- **4.3:** Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers
- **4.4:** Involve parents in a variety of roles

5: Reservation of Funds

- **5.1:** Involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities (*only required if the school system receives more than \$500,000 Title I, Part A allocation, and a percentage of the 1 percent reservation of funds is allocated to the school*)

Arkansas Family and Community Engagement – School Required Components Checklist (School, p. 2/2)

6: Coordination of Services

- 6.1:** Investigate and, where feasible, utilize community resources in the instructional program
- 6.2:** Coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (*applicable to elementary schools*), college and career ready resources or organizations (*applicable to middle and high schools*), parent resource centers, or other programs that encourage and support parents in fully participating
- 6.3:** Promote and support responsible parenting
- 6.4:** Consider recruiting alumni to create an alumni advisory commission
- 6.5:** Enable the formation of a Parent Teacher Association or organization
 - Leaders of said organization will be utilized in appropriate decisions
- 6.6:** Engage in other activities that will use community resources strengthen school programs, practices, and learning
- 6.7:** Ensure the plan is comprehensive and coordinated in nature
- 6.8:** Incorporate this plan into the school's improvement plan

7: Building Capacity of Parents

- 7.1:** Schedule regular parent involvement meetings
- 7.2:** Provide parents with a description and explanation of the curriculum in use
- 7.3:** Provide parents with individual student academic assessment results and interpretation of those results
- 7.4:** Provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards
- 7.5:** Provide assistance and instruction to parents of children served by the school in understanding these topics:
 - Arkansas Academic Standards
 - State and local academic assessments including alternate assessments
 - Title I, Part A requirements
 - Strategies parents can use to support their child's academic progress
 - Partnering with teachers to support their child's academic achievements
 - Incorporating developmentally appropriate learning activities
 - Use of ADE website and tools for parents [<http://dese.ade.arkansas.gov>]
 - Assistance with nutritional meal planning and preparation
 - How parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities
 - Including role play and demonstration by trained volunteers
- 7.6:** 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 parent and family engagement
- 7.7:** Promote and support responsible parenting

8: Building Capacity of School Staff

- 8.1:** Ensure professional development requirements are met for teachers and administrators
- 8.2:** Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:
 - That parents play an integral role in assisting student learning
 - In the value and utility of contributions of parents
 - In how to reach out to, communicate with, and work with parents as equal partners
 - To implement and coordinate parent programs and build ties between home and school
 - To welcome parents into the school and seek parental support and assistance
 - To provide information in a format, to the extent practicable, in a language the parents can understand
 - To respond to parent requests for parent and family engagement activities
 - To recognize that a parent is a full partner by including in the school handbook the school's process for resolving parent concerns

9: Building Capacity - Discretionary

- D.1:** Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.
- D.2:** 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:** Train parents to enhance the involvement of other parents.
- D.4:** Adopt and implement model approaches to improving parent and family engagement.
- D.5:** Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.
- D.6:** Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.
- D.7:** Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education.