

Parent and Family Engagement Requirements Rubric

Purpose

This document should be used as a reference point to guide Vermont’s LEAs in establishing Title I Parent and Family Engagement policies and procedures that meet all of the requirements as outlined in Section 1116 of the Every Student Succeeds Act (ESSA). This document represents the areas of compliance that will be assessed during any potential future CFP monitoring.

Rubric

1. Title I Parent and Family Engagement LEA Policy

Description of Requirement	Compliant? (Yes or No)
1. The policy outlines the expectations and objectives for meaningful and effective parent and family engagement <i>(1116(a)(2))</i> .	
2. The policy describes how the LEA will involve parents and family members in jointly developing the local educational agency plan under Section 1112 <i>(1116(a)(2)(A))</i> .	
3. The policy describes how the LEA will involve parents and family members in the development of the Support and Improvement Plans under Section 1111(d)(1) and (2) <i>(1116(a)(2)(A))</i> .	
4. The policy describes how the LEA will provide coordination, technical assistance, and other support necessary to assist and build capacity for the LEA’s Title I schools in planning and implementing effective parent and family engagement activities <i>(1116(a)(2)(B))</i> .	
5. The policy describes how the LEA will involve parents and family members in the yearly evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality in the schools <i>(1116(a)(2)(D))</i> .	

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<p>6. The policy describes how the LEA will use the findings of the annual evaluation to design evidence-based strategies for more effective parent involvement and revise the LEA Parent & Family Engagement Policy, if necessary (1116(a)(2)(E)).</p>	
<p>7. The policy describes how the LEA will involve parents in the activities of the schools (1116(a)(2)(F)).</p>	
<p>8. The policy describes how the LEA will provide assistance to parents of children served by the LEA in understanding the challenging State academic standards, State and local academic assessments, Title I requirements, how to monitor a child’s progress, and how to work with educators to improve their children’s achievement (1116(e)(1)).</p>	
<p>9. The policy describes how the LEA will provide materials and training that help families work with their children to improve academic achievement (1116(e)(2)).</p>	
<p>10. The policy describes how the LEA will educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff in the value 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; and how to build ties between parents and school (1116(e)(3)).</p>	
<p>11. The policy describes how the LEA will coordinate and integrate parent involvement activities with other Federal, State, and local programs and conduct other activities that encourage and support parents in more fully participating in the education of their children (1116(e)(4) and 1116(a)(2)(C)).</p>	
<p>12. The policy describes how the LEA will 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 language parents can understand (1116(e)(5)).</p>	

<p>13. The policy describes how the LEA will provide other reasonable support for parent involvement activities, as parents may request (1116(e)(14)).</p>	
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2. Title I Parent and Family Engagement School Procedure

Description of Requirement	Compliant? (Yes or No)
<p>1. The procedure describes how the Title I school will hold an annual meeting, at a convenient time, to which all parents of participating children will be invited and encouraged to attend, to inform parents of the school's participation in Title I, explain the requirements under Title I, and to inform families of their rights to be involved (1116(c)(1)).</p>	
<p>2. The procedure describes how the Title I school will offer a flexible number of meetings and may provide transportation, child care, or home visits, as related to parent involvement (1116(c)(2)).</p>	
<p>3. The procedure describes how the Title I school will involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs (1116(c)(3)).</p>	
<p>4. The procedure describes how the Title I school will involve families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the School Parent & Family Engagement Procedure and in the joint development of the schoolwide plan under section 1114(b), if necessary (1116(c)(3)).</p>	
<p>5. The procedure describes how the Title I school will provide parents of participating children the following:</p> <ul style="list-style-type: none"> • Timely information about Title I programs (1116(c)(4)(A)). • 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 to parents (1116(c)(4)(B)). • Opportunities for parents to attend regular meetings make suggestions and participate in decisions relating to the education of their children (1116(c)(4)(C)). • Responses to any such suggestions as soon as practicably possible (1116(c)(4)(C)). 	

<p>6. The procedure describes how the Title I school will submit any parent comments about the schoolwide program plan, if applicable, when the school makes the plan available to the LEA, if the schoolwide program plan is not satisfactory to the parents of participating children (1116(c)(5)).</p>	
<p>7. The procedure describes how the Title I school will jointly develop, with the parents of participating children, a School-Parent Compact that outlines the shared responsibility of parents, school staff, and students in improving student academic achievement (1116(d)).</p>	
<p>8. The procedure describes how the Title I school will provide opportunities for the informed participation of parents and family members, including providing information and school reports required under section 1111 in a format and language that parents can understand (1116(f)).</p>	
<p>9. The procedure describes how the Title I school will provide assistance to families in the following areas:</p> <ul style="list-style-type: none"> • Understanding the challenging State academic standards • State and local assessments • Title I, Part A requirements • How to monitor their children’s progress • How to work with educators to improve their children’s achievement (1116(e)(1)). 	
<p>10. The procedure describes how the Title I school will provide materials and training to help parents work with their children to improve academic achievement (1116(e)(2)).</p>	
<p>11. The procedure describes how the Title I school will educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff in the value of contributions of parents as equal partners, implement and coordinate parent programs, and build ties between parents and school (1116(e)(3)).</p>	
<p>12. The procedure describes how the Title I school will integrate parent involvement activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children (1116(e)(4)).</p>	
<p>13. The procedure describes how the Title I school will ensure that information related to school and parent programs, meetings, and</p>	

other activities is sent to the parents of participating children in a format and language parents can understand (1116(e)(5)).	
14. The procedure describes how the Title I school will provide other reasonable support for parent involvement activities as parents may request (1116(e)(14)).	

2a. Title I Parent and Family Engagement School-Parent Compact

Description of Requirement	Compliant? (Yes or No)
1. The compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement (1116(d)).	
2. The compact describes the school's responsibility to provide high-quality curriculum and instruction (1116(d)(1)).	
3. The compact describes the school's responsibility to provide a supportive and effective learning environment (1116(d)(1)).	
4. The compact describes the ways in which parents will be responsible for supporting their children's learning (1116(d)(1)).	
5. The compact describes the opportunities for parents to volunteer in their child's classroom (1116(d)(1)).	
6. The compact describes the ways in which each parent will participate, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (1116(d)(1)).	
7. The compact outlines how students will share the responsibility for improved student academic achievement (1116(d)).	
8. The compact outlines the ways in which the school and parents will build and develop a partnership to help children achieve the State's high standards (1116(d)).	
9. The compact shows that it was developed jointly with parents of children served by Title I funds (1116(d)).	

<p>10. The compact outlines how the school staff, parents and students will address the following:</p> <ul style="list-style-type: none">• Parent-teacher conferences at least annually, during which the compact is discussed as it relates to the individual child’s achievement (1116(d)(2)(A)).• Frequent reports to parents on their children’s progress (1116(d)(2)(B)).• Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities (1116(d)(2)(C)).• 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 (1116(d)(2)(D)).	
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