

Family Engagement Tool
(Formerly the Parent Involvement Analysis)
Policy Analysis

School Parent Involvement Policy Evaluation

Date Completed: _____

☐ School has no policy

Required Activities (ESEA)		Score	Criteria for Scoring “2” assumes that criterion for “1” is met. The written policy...
1.	Conducts an annual meeting with parents to discuss program plans, implementation, and suggestions at a convenient time for parents.		1 = States that the school conducts an annual meeting with parents to discuss program plans, implementation, and suggestions at a convenient time for parents. 2 = Requires agendas and minutes for meeting, maintained and reported from year to year.
2.	Provides parents information in a timely manner about programs that includes a description and explanation of the school's curriculum, the forms of academic assessments used to measure children's progress, and the proficiency levels students are expected to meet.		1 = States that information about the school's programs, curriculum, assessments, and expected proficiency levels is provided in a timely manner. 2 = Includes timeline for providing information about the school's programs, curriculum, assessments, and expected proficiency levels and specifies how it is provided.
3.	The school asks parents to participate, as appropriate, in decisions about the education of their children.		1 = States that parents are included in decisions about their children. 2 = Specifies the situations in which parents are included in decisions about the education of their children.
4.	Provides each parent an individual student report about the performance of their child on State assessments in at least math, language arts, and reading.		1 = States that parents are provided individual student reports of performance on State assessments. 2 = Specifies how parents are provided an opportunity to discuss the reports with a teacher or other school personnel.
5.	Provides each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations.		1 = States that parents receive timely notice when their child has been assigned or has been taught by a teacher who is not highly qualified. 2 = Specifies how parents are notified when their child has a teacher who is not highly qualified and includes a procedure for parents to seek further information from the school, including options available to them.
6.	Provides assistance to parents in understanding the following topics:		
	a. the state's academic content standards		1 = States that parents are provided assistance in understanding the state's academic content standards. 2 = Describes how parents are provided assistance and who (by position title) is responsible for providing it.
	b. the state's student academic achievement standards		1 = States that parents are provided assistance in understanding the state's student academic achievement standards. 2 = Describes how parents are provided assistance and who (by position title) is responsible for providing it.
	c. the state and local academic assessments including alternate assessments		1 = States that parents are provided assistance in understanding the state and local academic assessments including alternate assessments. 2 = Describes how parents are provided assistance and who (by position title) is responsible for providing it.
	d. how to monitor their child's progress		1 = States that parents are provided assistance in monitoring their child's progress. 2 = Describes how parents are provided assistance and who (by position title) is responsible for providing it.
Score Guide: 0 = no evidence of criterion being met, 1 = evidence that criterion 1 is met, 2 = evidence that criteria 1 and 2 are met			

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School Parent Involvement Policy Evaluation (cont.)

Required Activities (ESEA)		Score	Criteria for Scoring “2” assumes that criterion for “1” is met. The written policy...
	e. how to work with educators		1 = States that parents are provided assistance in working with educators. 2 = Describes how parents are provided assistance and who (by position title) is responsible for providing it.
7.	Provides materials and trainings to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.		1 = States that the school provides materials and training for parents to help them work with their children to improve their children's academic achievement. 2 = Specifies which school staff (by position title) are responsible for developing, obtaining, and providing materials and training for parents and how the materials and training are evaluated and reported.
8.	With the assistance of its parents, educates its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.		1 = States that the school, with the involvement of parents, educates its staff in how to reach out to, communicate with, and work with parents as equal partners, etc. 2 = Specifies which school staff (by position title) are responsible for providing training for staff and how the training is evaluated and reported.
9.	To the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction for Parents of Preschool Youngsters (HIPPY), Parents as Teachers (PAT), public preschool, and other programs.		1 = States that the school coordinates the school's parent involvement programs with early childhood programs in the community and in the school. 2 = Specifies which school staff (by position title) are responsible for the coordination of the school's parent involvement programs with early childhood programs in the community and in the school. For high and middle schools this may be scored N/A
10.	Conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.		1 = States that the school conducts other activities that encourage and support parents in more fully participating in the education of their children. 2 = Describes other activities through which the school encourages and supports parents in more fully participating in the education of their children.
11.	Ensures that information related to the school and parent programs, meetings, and other activities is sent to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parent can understand.		1 = States that school informs parents about programs, meetings, and activities and that the information is provided in ways understandable to parents. 2 = Describes procedures for informing parents about school programs, parent programs, meetings, and activities and how the information is provided in ways understandable to parents.
Total Score			
Score Guide: 0 = no evidence of criterion being met, 1 = evidence that criterion 1 is met, 2 = evidence that criteria 1 and 2 are met			