

**ARMSTRONG SCHOOL DISTRICT**  
**923-AG CHECKLIST FOR SCHOOL-PARENT AND FAMILY MEETINGS**

Each District school operating a Title I program will hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members will be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.

The schools with Title I programs will offer a flexible number of meetings, which will be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.

Development, implementation and maintenance of School-Parent and Family Compacts (school compact), Title I programs, the Title I Parent and Family Engagement Policy and the Title I Plan must be accomplished with meaningful engagement with parents and family members of students participating in Title I programs.

An employee designated within each school conducting a Title I program will be responsible for the school's process of obtaining meaningful engagement.

The following checklist includes measures designed to encourage meaningful engagement. The checklist will be completed annually by the designated employee.

- Plan regular meetings throughout the school year with parents and family members to discuss the school-parent and family compact; identify dates, times and places, and persons whose attendance is desired. Offer meetings in the morning and evening; if funds are available, provide transportation and childcare. Parents will receive timely communication regarding the meetings.
- Develop an agenda, built around federal compliance requirements, for meetings to be held with parents and family members, which may include the following items:
  1. A section informing parents and family members of their school's participation under Title I and to explain Title I requirements regarding parent and family engagement, including the right of parents and family members to be involved.
  2. A section describing and explaining the curriculum in use at the school, forms of academic assessment used to measure student progress, and achievement levels students are expected to meet.
  3. A section for parents and family members to formulate suggestions and to participate, as appropriate, in decisions relating to their child's education.

4. A section to involve parents and family members in the planning, review and improvement of Title I programs, including the joint development of the Title I Plan.
5. A section to address how funds are allotted for parent and family involvement in activities; parents and family members of students receiving services must be involved in these decisions.

Standard meeting procedures include:

- Providing sign-in sheets for parents and family members attending the meeting.
- Appointing a Recording Secretary to keep meeting minutes.
- Providing copies of working drafts of the Title I Plan, Title I Parent and Family Engagement Policy and/or the school compact, as appropriate, to parents and family members in an understandable and uniform format, and in a language the parents and family members can understand.

The designated school employee will ensure a process of evaluation is conducted, as appropriate to each area, by collectively:

- Discussing and selecting indicators of success which will be used to measure the effectiveness of, as appropriate, the Title I Plan, programs, Parent and Family Engagement Policy and/or the school compact in improving achievement of academic standards.
- Making recommendations based on the results of the evaluation process to improve academic achievement.
- Identifying barriers to greater participation by parents and family members, with particular attention to parents and family members who are migrants, economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Use the findings of such evaluation to design strategies for more effective parent and family engagement.

Following the meeting, the designated school employee will:

- Provide status reports to the Assistant Superintendent, who will include possible recommendations for revisions to the Title I Plan and Parent and Family Engagement Policy.
- Revise the applicable school-parent and family compact, Title I Plan, and Parent and Family Engagement Policy as necessary.

Adopted June 2018