

Family Engagement, School Year Compliance Calendar 2016-2017

NOTE: The items identified on this calendar are NOT exhaustive for an effective parent and family engagement program. Nearly all of the items included on this calendar are identified by the Texas Education Agency for compliance by way of the Consolidated Federal Grant or the Consolidated Compliance Report. Additional items are included for your information and convenience.

ALSO NOTE: The information included in this calendar refers to the current ESEA/NCLB statute in effect during 2016-17. The federal highly qualified requirements have been rescinded for 2016-17, but Texas state certification requirements are still in effect. This calendar will be updated in late spring 2017 for the ESSA statutory requirements that will be implemented in the 2017-18 school year.

August 2016

- Texas Parents' Day (2nd Sunday of the month)
- Complete Home Language Survey (at registration)
- Notify parents, at least 14 days prior to the beginning of school and at the time of enrollment for new students, of Persistently Dangerous Schools and the option to transfer to a safe public school within the LEA including a public charter school (*Consolidated Compliance Report*)
- Notify parents of their right to request and receive information regarding the professional qualifications of the student's classroom teachers (*ESSA, goes into effect with 2016-17*)
- Consult with parents and families to jointly develop or revise and agree upon and distribute the District and Campus Parental Involvement Policies (*Consolidated Compliance Report, and Consolidated Federal Grant*)
- Consult with parents and families to develop or revise and agree upon the School-Parent Compact (*Consolidated Federal Grant*)
- Each Title I, Part A campus has a school-parent compact that outlines how the parents, the entire school staff, and the students share responsibility for improved student achievement and by what means the school and parents will build and develop a partnership to help children achieve the State's high standards. (*Consolidated Compliance Report*)
- Schedule fall Title I, Part A Annual Parent Meeting (usually convene meeting in September)
- Provide professional development to teachers, pupil services personnel, principals, and other staff members, with the assistance of parents, in the value and utility of the contributions of parents (The training could be at a time other than August) (*Consolidated Compliance Report*)
- Consult with parents and families to establish a Migrant Districtwide Parent Advisory Council (PAC), Title I, Part C (If this cannot be done in August do so as soon as practicable) (*Consolidated Compliance Report, and Consolidated Federal Grant*)
- Outreach to parents and families of LEP/Immigrant students and inform them how they can be involved in the education of their children and assist their children attain English proficiency, not later than 20 days after the beginning of the school year or within first two weeks of child being placed in language instruction program when the child was not identified prior to the beginning of the school year, Title III, Part A (*Consolidated Compliance Report, and Consolidated Federal Grant*)
- The LEA homeless liaison will inform parents/guardians of homeless students the educational opportunities and other services available to the child (Identification of homeless students usually occurs at registration but can occur at any time during the school year as family situations change)
- Provide frequent reports on Student Progress
- Complete NCLB Consolidated Federal Grant Application

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September

- NCLB Consolidated Federal Grant Application due September 5
- Conduct Parent-Teacher Conferences where school-parent compacts are discussed (required at the elementary level)
- Convene and document the Title I, Part A Annual Parent Meetings for each Title I, Part A Campus (*Consolidated Compliance Report*): explain the program requirements, inform parents of their right to be involved, and explain the Reservation of Funds for parental involvement and the parents role in deciding the use of the funds (for schools receiving \$500,000 or more Title I, Part A funds)
- Provide communications about the Title I, Part A program in a format, and the extent practicable, in a language parents understand (Provide information to parents in a format and language they understand is practiced throughout the school year) (*Consolidated Compliance Report, and Consolidated Federal Grant*)
- If this has not been done already, distribute the District and Campus Parental Involvement Policies to parents and families (*Consolidated Compliance Report*)
- If this has not been done already, distribute the School-Parent Compacts to parents and families
- The Schoolwide Plan/Campus Improvement Plan shall be available to parents and families
- Consult parents and families, students, and community in the design, development, and implementation of the Drug Use/Prevention and Intervention Program, Title IV, Part A (This will be an ongoing process) (*Consolidated Compliance Report, and Consolidated Federal Application. NOTE: Title IV is no longer funded but this activity/strategy is still addressed*)
- Provide frequent reports on Student Progress
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

October

- If allowed by your LEA or campus administrators, register for the Title I Statewide Parental Involvement Conference at Corpus Christi, AmericanBank Convention Center and Omni Bayfront Hotel, December 8-10
- If allowed by your LEA or campus administrators, register and attend the Advancing Improvement in Education (AIE) Conference, San Antonio Convention Center, October 4-6
- If allowed by your LEA or campus administrators, register and attend the Association for Compensatory Educators of Texas (ACET) Conference, Dallas, Sheraton Dallas Hotel, October 20-21
- Promote parental and community participation in programs for LEP, Title III, Part A (*Consolidated Federal Application*)
- Provide frequent reports on Student Progress
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

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November

- If allowed by your LEA or campus administrators, register for the Title I Statewide Parental Involvement Conference at Corpus Christi, AmericanBank Convention Center and Omni Bayfront Hotel, December 8-10
- National Parent Involvement Day (3rd Thursday of the month)
- Texas Academic Performance Reports (TAPR) released on (or about) November 21
- Provide frequent reports on Student Progress
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

December

- If allowed by your LEA or campus administrators, register and attend the Statewide Parental Involvement Conference at Corpus Christi, AmericanBank Convention Center and Omni Bayfront Hotel, December 8-10
- If allowed by your LEA or campus administrators, register for the Learning for a “Change” Summit at Austin Crowne Plaza, February 6-7, 2017
- Provide frequent reports on Student Progress
- Notification to parents and families of LEP/Immigrant students if LEA fails to meet annual measurable achievement objectives, notification must occur within 30 days, Title III, Part A (This requirement is not tied to December but must be reported at the appropriate time in the district process) (*Consolidated Federal Grant*)
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

January 2017

- If allowed by your LEA or campus administrators, register for the Learning for a “Change” Summit at Austin Crowne Plaza, February 6-7
- Disseminate Federal Report Card results to parents, but not later than early March depending upon the availability of relevant data
- Provide frequent reports on Student Progress
- If allowed by your LEA or campus administrators, register for the National Title I Conference, Long Beach, CA, February 22-25
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

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- If allowed by your LEA or campus administrators, register and attend the Learning for a “Change” Summit, Austin Crowne Plaza, February 6-7
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March

- Promote parental and community participation in programs for LEP, Title III, Part A (*Consolidated Federal Application*)
- Comprehensive Needs Assessment, evaluation of the parental involvement activities to determine whether level of participation has increased and if activities meet the needs of parents (*Consolidated Federal Grant*)
- Provide frequent reports on Student Progress
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April

- Schedule, consult, and conduct with parents and families an annual evaluation and review of the content and effectiveness of the Title I, Part A Parent Involvement Program and Parental Involvement Policy toward improving the academic quality of Title I, Part A schools. (*Consolidated Compliance Report, and Consolidated Federal Grant*)
- Consult with parents and families in the development, review or revision, and evaluation of the Schoolwide Plan/Campus Improvement Plan and the District Improvement Plan through the Site-Based Decision-Making Committee, TEC (*Consolidated Federal Grant*)
- If allowed by your LEA or campus administrators, register and attend the Association for Compensatory Educators of Texas (ACET) Conference, Austin, Renaissance Hotel, April 19-21
- Public School Volunteer Week (3rd week of the month)
- Provide frequent reports on Student Progress
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May

- Provide frequent reports on Student Progress
- Provide to parents information about the level of achievement of the child in each of the required state academic assessments (If this cannot be completed before the school year concludes do this as soon as practicable) (*Consolidated Compliance Report*)
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 30 consecutive instructional days during the same school year shall provide written notice of the assignment to a parent or guardian of each student in that classroom. (TEC 21.057, the NCLB requirement is not in effect for 2016-17)

June

- Provide to parents information about the level of achievement of the child in each of the required state academic assessments (If this cannot be completed before the school year concludes do this as soon as practicable) (*Consolidated Compliance Report*)
- Prepare and submit ESSA Consolidated Federal Grant Application, if applicable
- Prepare and submit NCLB Consolidated Compliance Report, by Aug 1

July

- Submit ESSA Consolidated Federal Grant Application, if applicable (strive to submit on or before July 1 for July 1 stamp-in date)
- Prepare and submit NCLB Consolidated Compliance Report, by Aug 1
- National Parents' Day (4th Sunday of the month)

REVISED May 25, 2016