



# New Hampshire Center for Effective Behavioral Interventions and Supports

## Family Engagement Checklist Muscott & Mann (2004)

School: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>STATUS:</b><br><b>In place</b><br><b>Partially in place</b><br><b>Not in place</b> | <b>TASK</b>   | <b>PRIORITY:</b><br><b>High</b><br><b>Medium</b><br><b>Low</b> |
|---|---|--|
|   | <b>Climate</b>  |  |
|   | 1. There is a process for assessing how welcomed, valued, and satisfied parents are in and with the school.   |  |
|   | 2. There is a plan for addressing ways to help families feel welcomed and valued.   |  |
|   | 3. There is a plan for training all staff to work collaboratively and respectfully with families.   |  |
|   | 4. The plan for addressing ways to help families feel welcomed and valued involves all families, including those with students in the universal, targeted and intensive levels of PBIS. |  |
|   | <b>Parent Involvement in Learning Activities at Home</b>  |  |
|   | 5. There is a process for assessing parents' opinions about their own involvement in learning activities at home.   |  |
|   | 6. There is a plan or set of activities for helping families to support their child's learning at home.   |  |
|   | 7. The plan includes activities for helping all families, including those with students in the universal, targeted and intensive levels of PBIS, support their child's learning.        |  |
|   | <b>Communication with Parents/Families</b>  |  |
|   | 8. There is a process for assessing parents' opinions about how well schools communicate with them.   |  |
|   | 9. There is a plan for communicating effectively with families in varied and helpful ways.  |  |

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|--|---|--|
|  | 10. The plan includes activities for communicating effectively with all families, including those with students in the universal, targeted and intensive levels of PBIS, about important school/home matters, including discipline.             |  |
|  | <b>Parent/Family Involvement at School (Volunteering, Assisting)</b>  |  |
|  | 11. There is a process for assessing parents' opinions about how they can support schools through their involvement at school.  |  |
|  | 12. There is a plan for how parents can be involved in supporting learning at school through volunteering and assisting.  |  |
|  | 13. The plan for parental involvement in school activities addresses how all families, including those with students in the universal, targeted and intensive levels of PBIS, can participate.  |  |
|  | <b>Parent/Family Involvement in Decision-Making</b>   |  |
|  | 14. There is a process for assessing parents' opinions about the extent to which they are encouraged to participate in decision-making committees and activities (e.g., leadership teams).  |  |
|  | 15. There is a plan for encouraging and supporting parent participation in decision-making committees and activities.   |  |
|  | 16. The plan for parental participation in decision-making committees and activities addresses how all families, including those with students in the universal, targeted and intensive levels of PBIS, can participate.                        |  |
|  | 17. There is a process for assessing parents' opinions about the extent to which they are called upon to provide input to school personnel about matters of importance, including discipline.   |  |
|  | 18. There is a clear plan for gathering and incorporating parents' input about matters of importance, including discipline.   |  |
|  | 19. The plan for gathering and incorporating parents' input about matters of importance, including discipline, addresses how all families, including those with students in the universal, targeted and intensive levels of PBIS, can be heard. |  |

Revised 7/25/07

**Family Engagement Action Plan**  
Muscott & Mann (2004)

| Action Item | What needs to be done | Who will do what | When to be done by |
|-------------|-----------------------|------------------|--------------------|
|             |                       |                  |                    |

Source: Muscott, H. S., & Mann, E. (2004). *Family Engagement Checklist*. Bedford, NH: New Hampshire Center for Effective Behavioral Interventions and Supports.