Ohio | Department of Education

**Family and Civic Engagement**
**Ohio House Bill 1 Requirements**
**Checklist and Guidance Document**

| Steps for fulfilling HB 1 Family and Civic Engagement Requirements | Deadline |
|---|---|
| ☐ 1. Appoint a Family and Civic Engagement (FCE) team (See p. 2, Family *and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | |
| ☐ 2. Work with the county Family and Children First Council to write the job description for the FCE coordinator (See pp. 2-3, *Family and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | |
| ☐ 3. Develop a five-year family and civic engagement plan (See pp. 3-5, *Family and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | |
| ☐ 4. Submit FCE Plan to the county Family and Children First Council (See p. 5, *Family and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | June 30, 2010 |
| ☐ 5. Report progress of FCE Plan to the county Family and Children First Council, annually (See p. 5, *Family and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | |
| ☐ 6. Advise and make recommendations to the board of education on matters specified by the board, as needed (See p. 5, *Family and Civic Engagement Ohio House Bill 1 Requirements Guidance Document*). | |

# Family and Civic Engagement
# Ohio House Bill 1 Requirements
# Guidance Document

## Intent of HB1 Family and Civic Engagement Requirements

House Bill 1 (HB 1) establishes that schools, families and communities work together to fulfill family and civic engagement requirements for Ohio's schools and to ensure that all children have the supports needed to graduate from high school and be prepared for additional educational experiences, the workforce and healthy lifestyles.

## Local Boards of Education HB 1 Requirements

**Sec. 3313.821. (A)** The board of education of each school district shall:

1. Appoint a family and civic engagement (FCE) team. STEM and community schools also may appoint a family and civic engagement team.

**Each team shall:**

2. Work with its local county Family and Children First Council, established under section 121.37 of the Revised Code, to recommend to the school board qualifications and responsibilities to be included in the job descriptions for school family and civic engagement coordinators;
3. Develop a five-year family and civic engagement plan;
4. Submit the plan and annual progress reports to the county FCFC;
5. Provide annual progress reports on the development and implementation of the plan to the county Family and Children First Council (FCFC); and
6. Advise and provide recommendations to the board on matters specified by the board.

**Sec. 3313.821. (B)** Each board shall determine the membership and organization of its family and civic engagement team, provided that it shall include parents, community representatives, health and human service representatives, business representatives and any other representatives identified by the board.

**Sec.3313.822.** As an alternative to appointing both a business advisory council and a family and civic engagement team, the board of education of a city or exempted village school district **may appoint one committee that functions as both**. A committee appointed under this section shall perform all functions required of a business advisory council under section 3313.82 of the Revised Code and of a family and civic engagement team under section 3313.821 of the Revised Code. Each board shall determine the membership and organization of its committee, provided the membership shall comply with the requirements of division (B) of section 3313.821 of the Revised Code. ORC§3313.822

**Implementing HB 1 Family and Civic Engagement Requirements**

**Step 1. Appoint a Family and Civic Engagement (FCE) team.**

Each board, including Joint Vocational School Districts, shall determine the membership and organization of its family and civic engagement team and may use existing district leadership teams; however, the team must include the following members to fulfill the HB 1 requirement:

- Parents that represent the diversity of the district's student body, to help design family engagement strategies that are culturally sensitive and important to students' families; and
- Community representatives, health and human service representatives, business representatives and any other representatives identified by the board businesses and community organizations chosen from the various communities and counties (if more than one) in which the students reside.

**What is important to think about when appointing a FCE team?**

- Designing a team to strengthen family involvement and engage community partners to support students' health and social, emotional and behavioral needs and increase access to academic supports;
- Choosing team members that will help them support student needs; and
- Including members on the FCE team that have expertise in nonacademic barriers to learning, such as the appointment of a public safety agency representative if a district has a high incidence of violent student behavior.

**Step 2. Recommend to the school board the qualifications and responsibilities for the FCE coordinator.**

- Work with the local county Family and Children First Council to develop qualifications and responsibilities to be included in the job description for a school family and civic engagement coordinator (Multiple-county JVSs should choose *one* of the FCFCs within the counties they serve to assist them in developing the job description.).

- Use the document, *Family and Civic Engagement Coordinator Roles and Responsibilities,* as a guide for writing an FCE coordinator's job description which can be accessed at education.ohio.gov, keyword search: *FCE professional development*. Click the link "Role of the FCE Coordinator."

**What Is a Family and Children First Council (FCFC) and what are their responsibilities?**

Ohio Family and Children First (OFCF) was established in 1993 and defined as the Governor's Cabinet for children and families in Section 121.37 of the Ohio Revised Code. The OFCF Cabinet Council is comprised of 11 state agencies which include the Ohio departments of Aging, Alcohol and Drug Addiction Services, Education, Developmental Disabilities, Health, Job and Family Services, Mental Health, Rehabilitation and Correction, Youth Services, Budget and Management, and the Ohio Rehabilitation Services Commission.

Locally, the county commissioners regulate the 88 county Family and Children First Councils (FCFCs) and the councils are responsible for the following:

- Mobilizing child- and family-serving partners to address the needs of children and families through comprehensive planning to identify, prioritize and implement services needed to fill gaps.
- Aligning services, resources, initiatives, policies and rules to reduce duplication of effort that can occur at state and local levels.
- Coordinating services and supports for individual families that require family-centered team planning, community involvement, pooled resources and identification of existing and needed services.
- Recruiting and supporting families to be active contributing members on councils and to advocate on behalf of children and families.

**Step 3. Develop a five-year family and civic engagement plan.**

Family and civic engagement planning should occur within the district's improvement process and be an integral part of the district's continuous improvement plan for the 2010-2011 school year. If the district is using the Ohio Improvement Process (OIP), FCE teams should work with their school District Leadership Teams to review the district *Decision Framework* to sort through and categorize data in meaningful ways; prioritize areas of need and make decisions based on an analysis of data; identify root causes of prioritized needs; and develop a more focused plan leading to improved results for children, or access other data sources to identify needs. The FCE plan should contain strategies and action steps that engage families and communities as resources and assets to support nonacademic barriers to learning. Local and Joint Vocational School districts are required to submit their family and civic engagement plans to their local Family and Children First Council **by June 30, 2010**.

## Getting Started

Family and Civic Engagement teams should start with a plan for analyzing existing data:

- Refer to your district Ohio Improvement Process (OIP) *Decision Framework* data (if you have used it to determine high-priority needs), CCIP and other available data sources, such as student-risk profiles within your district Safe Account.

- Review risk-profile data to ask questions such as the relationship between academic achievement and attendance, mobility and drop-out rates, and the impact of truancy and discipline on these factors;

- Discuss probable causes contributing to the areas of greatest need such as alcohol and drug consumption, mental health, abuse, homelessness and disconnectedness from school that can contribute to student absenteeism, drop-out, truancy, discipline and mobility.

**Asking Questions**

Family and Civic Engagement Teams should start by asking questions such as the following:

- Are there goals, strategies and action steps in the current plan that addresses nonacademic barriers to learning?

- Do the strategies and action steps address the root cause of the identified problem?

- If yes, ask:
    - Are the strategies and action steps robust and rigorous enough to meet the goal?
    - Are the strategies and action steps research-based and feasible to implement?

- If no, ask:
    - Is data available that should be collected to determine the root cause of students' absenteeism, discipline, truancy and poor grades?
    - Is data or information available to help determine if the root cause is families' lack of involvement in their children's learning and school?
    - How could strategies and actions step be developed to create the intended impact?

- Based on the FCE team's analysis of existing data, determine additional data to be collected, if any, and identify the methodology for collecting it. (What underlying factors might be impacting student success? Propose a possible hypothesis.)

- If a data gap exists, districts should identify root causes through surveys, focus groups and key informant interviews. Identifying the root cause through a form of assessment could be an action step under an existing goal and strategy.

- Identify high-priority needs using the *Decision Framework Overall District Profile* and other available data sources and complete the *Needs Assessment Overview* template.

- Use the information recorded in the *Needs Assessment Overview* template to write your Family and Civic Engagement Plan.

**Writing the FCE Plan**

Family and Civic Engagement Teams should use the *Family Civic Engagement (FCE) Plan* found on the ODE Web site (search keywords: *FCE professional development*) to write a FCE plan:

- Choose two goals identified in the district improvement plan or Comprehensive Continuous Improvement Plan (CCIP) that could address nonacademic barriers to learning and enter them into the template.

- Identify evidence-based or research-based family and civic engagement strategies and action steps that address the probable causes to achieve the goal and enter them into your CCIP and the FCE Plan Template provided on ODE Web site.

- If a data gap exists, propose a hypothesis in the template's *Description* section.

- Write a strategy and action steps to collect the needed data to address the gap.

- Provide indicators in the *Performance Measures* section of the CCIP to measure success for each strategy and enter them into the FCE Plan Template.

**Step 4. Submit the FCE Plan to the county Family and Children First Council.**

- Submit the completed *Needs Assessment* template and *FCE Plan* to the local Family and Children First Council by June 30, 2010. Multi-county JVs should send their plan to all county FCFCs of which the students reside.

**Step 5. Report Progress to the county Family and Children First Council.**

- Monitor the implementation of the FCE plan;

- Evaluate the effectiveness of the FCE strategies and action steps, and continue to strengthen the FCE plan;

- Submit an annual progress report to the local county Family and Children First Council.

**Step 6. Advise the Board of Education.**

- Advise and provide recommendations to the board on matters specified by the board.

**Other resources:** Additional information to assist school districts and joint vocational schools in their family and civic engagement efforts is available on the Ohio Department of Education's Web site at education.ohio.gov, keyword search: *HB 1 Family and Civic Engagement* or FCE *professional development*. Webcasts and templates on the following topics are available:

- A sample FCE Board or Education resolution
- Description for the roles and responsibilities of the FCE coordinator
- Available Webcasts:
  - *Family and Civic Engagement: Understanding Teams and Coordinators Webinar*
  - *Family and Civic Engagement Plans: Data Sources, Tools and Resources*
  - *Writing Your District Family and Civic Engagement Plan Part I* (Needs Assessment)
  - *Writing Your District Family and Civic Engagement Plan Part II* (Defining Goals, Strategies and Action Steps)
  - *Strengthening Family Engagement*
- *Needs Assessment* template
- *Family and Civic Engagement Plan* template

For information not available on the Web site, contact Jennifer Vargo, ODE Family and Civic Engagement Coordinator, at (614) 995-0231; toll-free, 1 (877) 644-6338; or jennifer.vargo@ode.state.oh.us