**Georgia Department of Education**

**LEA Level Parental Involvement Policy**

**(Checklist with Examples of Required Documentation)**

Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each LEA receiving Title I, Part A funds develop jointly with, agree on with, and distribute to parents of participating children a written parental involvement policy.

**LEA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA should give additional attention to the following areas:**

| **Met Not Met NA** | **Indicator** | **Documentation** | **Notes** |
| --- | --- | --- | --- |
|  | 1. Develop jointly with, agree on with, and distribute to parents of children a written parental involvement policy. The policy shall be incorporated into the local educational agency’s (LEA) plan developed under section 1112. The policy should reflect a revision date (month/date/year) as well as school year date (school year example 2012-2013)

*Section 1118 (a)(2)* | * Revised parental involvement policy and plan with month, date, and year as well as the school year date.
* All correspondence to parents (letter, webpage, newsletter to show policy/plan is distributed in multiple ways)
* Parent surveys
* Dated agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Dated meeting minutes
* Written process on how LEA collects and reviews the effectiveness of the parental involvement plan and policy
* Student handbook
 |  |
|  | 1. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.

*Section 1118 (a)(2)(A)* | * Parent letters
* Survey results
* Dated agendas
* Dated sign-in sheets (indicating person’s role and/or title)
 |  |
|  | 1. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

*Section 1118 (a)(2)(B)* | * Letters and surveys
* Flyers and announcements
* Dated professional development meeting agendas and minutes
* Dated sign-in sheets (indicating person’s role and/or title)
* Training materials
* Communication to schools that discuss materials and resources on effective parent involvement (emails, letters, memos, flyers)
* Samples of communications to schools on parental involvement requirements related parental consultation and participation in school improvement and in the development of schoolwide programs and timeline for parent notifications
 |  |
|  | 1. Coordinate and integrate parental involvement strategies under other programs, such as the Head Start program, Even Start program, the Parents as Teachers Program for Preschool Youngsters, and State-run preschool programs.

*Section 1118 (a)(2)(D)* | * Dated agendas
* Dated meeting minutes
* Dated sign-in sheets (indicating person’s role and/or title)
* Partnership contracts
* Letter correspondences
* Notification of meetings
 |  |
|  | 1. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under this part, including:
2. Identifying barriers to greater participation by parents in activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency (LEP), have limited literacy, or are of any racial or ethnic minority background.
3. Use the findings of such evaluations to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described in this section.

*Section 1118 (a)(2)(E)* | * Parent evaluations
* Summary of results
* Dated agendas
* Dated sign-in sheets (indicating person’s role and/or title)
* Dated meeting minutes documenting discussions regarding evaluation results, recommendations and revisions
* Parent feedback from LEA meetings, workshops, conferences, advisory councils, and evaluation meetings
* Newspaper advertisement
* Revised LEA plan reflecting revisions
* Written description of the LEA’s process to collect and review the effectiveness of LEA parental involvement plans and practices
 |  |
|  | 1. Involve parents in the activities of the schools served under this part.

*Section 1118 (a)(2)(F)* | * Dated meeting agendas
* Flyers, announcements
* Dated sign-in sheets (indicating person’s role and/or title)
* Letters to parents
* Record of parent feedback
 |  |
|  | 1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
2. the state’s academic content standards,
3. the state’s student academic achievement standards,
4. the state and local academic assessments including alternate assessments,
5. the requirements of Part A,
6. how to monitor their child’s progress

*Section 1118 (e)(1)* | * Newspaper articles and/or media announcements
* Schedule of parent education activities, trainings, classes, workshops, etc.
* Newsletters
* Flyers or announcements
* Brochures
* Copies of handouts
* Dated agendas
* Dated sign–in sheets from parent education activities (indicating person’s role and/or title)
* Copies of evaluation forms
* List of materials for meetings
 |  |
|  | 1. Provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

*Section 1118 (e)(2)* | * Dated agendas
* Dated sign–in sheets
* Flyers and announcements
* Dated meeting minutes
* Training materials
* Record of parent feedback
 |  |
|  | 1. The school district will, with the assistance of its schools and parents, educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.

*Section 1118 (e)(3)* | * Dated agenda from staff professional development
* Dated meeting minutes
* Staff surveys
* Documentation of staff attendance
* Copy of professional development materials
* Evidence of how staff implements professional development activities/staff assignments
 |  |
|  | 1. To the extent feasible and appropriate, coordinate and integrate parental involvement programs, activities and strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

*Section 1118 (e)(4)*  | * Training materials
* Dated agendas
* Dated meeting minutes
* Dated sign– in sheets (indicating person’s role and/or title)
* Partnership contracts
* Letters of correspondence
* Notification of meetings
* Flyers and announcements
* Newsletters
* Calendar
* Check-out list from Parent Resource Center
 |  |
|  | 1. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in a format and, to the extent practicable, in a language the parents can understand.

*Section 1118 (e)(5)* | * List of translators’ contact information
* Copy of handbook, school policy and plan, flyers, newsletters or other correspondence to parents translated and/or in parent friendly language
 |  |
|  | 1. Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

*Section 1118 (e)(14)* | * Survey responses from parents
* Parent feedback forms
* LEA plan reflecting revisions
* Written procedures on how LEA addresses parent requests for parental involvement activities
 |  |
|  | 1. Involve parents in the development of training for teachers, principals, educators to improve the effectiveness of the training.

*Section 1118 (e)(6)*(OPTIONAL) | * Dated agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Letters and emails to parents
* Training materials
* Training development and planning session minutes
 |  |
|  | 1. Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

*Section 1118 (e)(7)*(OPTIONAL) | * Dated agendas
* Dated sign–in sheets
* Flyers and announcements
* Dated meeting minutes
* Training materials
 |  |
|  | 1. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

*Section 1118 (e)(8)*(OPTIONAL) | * Calendar or schedule of events
* Newsletters, flyers, announcements or letters
* Dated meeting minutes
* Dated agendas
* Dated sign–in sheets
* Records of expenditure or funds for transportation and/or child care
 |  |
|  | 1. Train parents to enhance the involvement of other parents.

*Section 1118 (e)(9)*(OPTIONAL) | * Dated agendas
* Dated meeting minutes
* Dated sign–in sheets
* Letters to parents
* Training materials
 |  |
|  | 1. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school to maximize parent involvement and participation in their children’s education.

*Section 1118 (e)(10)*(OPTIONAL) | * Calendar or schedule of events
* Newsletters, flyers, announcements, or letters
* Dated meeting minutes
* Dated agendas
* Dated sign–in sheets
* Home visitation forms with dates, purpose and results
 |  |
|  | 1. Adopt and implement model approaches to improving parental involvement.

*Section 1118 (e)(11)*(OPTIONAL) | * Documentation outlining model approach
* Research materials
* Implementation evidence of model approaches with parents to increase parental involvement (activity sheets, emails, letters, parent feedback)
 |  |
|  | 1. Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

*Section 1118 (e)(12)*(OPTIONAL) | * Newspaper articles and media announcements
* Letters, flyers, emails, or announcements
* Dated agendas
* Dated meeting minutes
* Dated sign–in sheets
* List of members
 |  |
|  | 1. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.

*Section 1118 (e)(13)*(OPTIONAL) | * Log of phone calls to community–based business partners
* Letters to businesses/faith-based organizations
* Dated agendas
* Dated sign–in sheets (indicating person’s role and title)
* Flyers and invitations
* Dated meeting minutes
* Signed partnership plans with dates
* Pictures of collaborative parent events
 |  |
|  | 1. The school district will reserve not less than 1 percent of its Title I, Part A allocation for parental involvement, including promoting family literacy and parenting skills (unless allocation is $500,000 or less) and the LEA will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

*Section 1118 (a)(3)(A)* | * Bookkeeping record of related expenditures
* Consolidated application
* Districtwide Parent Activity Project Assurance forms
 |  |
|  | 1. Parents of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.

*Section 1118 (a)(3)(B)* | * Letters
* Parent surveys responses
* Flyers or invitations to meetings
* Dated meeting minutes
* Dated agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Record of parent feedback
* Expenditures for parent involvement
 |  |