



Guide to Quality: Title I, Part A LEA Parental Involvement Policy

School districts may use the guide below to identify the requirements for the local educational agency (LEA) parental involvement policy and match these requirements with the sample policy provided by the Georgia Department of Education. Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each LEA receiving Title I, Part A funds jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy. Therefore, districts are encouraged to use this guide with the sample policies, in consultation with parents, to develop a LEA parental involvement policy that will establish the expectations for parental involvement and strengthen student academic achievement for the district.

	Does the LEA Parental Involvement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	① A Describe the purpose of the parental involvement policy along with information about the Title I program.	1118(a)(2)	<ul style="list-style-type: none"> Provide a brief overview of Title I and its purpose, as well as what is included in the district parental involvement policy.
	① B Describe how parents will be involved in the development of the LEA parental involvement policy.	1118(a)(2)	<ul style="list-style-type: none"> Ensure all parents have the opportunity to provide input on the LEA Parental Involvement Policy by providing several attempts and ways for parents to provide feedback.
Parent Input	② A Describe how parents will be involved in the development of the Comprehensive LEA Improvement Plan.	1118(a)(2)(A)	<ul style="list-style-type: none"> List the specific opportunities that exist for parents to provide input and feedback on the CLIP.
	② B Describe how parents will be involved in developing the schoolwide plan.	1118(a)(2)(A)	<ul style="list-style-type: none"> Utilize parent leaders to co-facilitate a schoolwide plan meeting.
	② C Describe how parents will be involved in the decisions regarding how parental involvement funds are allotted.	1118(a)(3)(B)	<ul style="list-style-type: none"> Provide various times, ways, and places for parents to provide input on the parental involvement budget.
Technical Assistance	③ Describe how the LEA will provide the coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities.	1118(a)(2)(B)	<ul style="list-style-type: none"> Provide ongoing guidance and professional development to schools on effective parental involvement activities, school parental involvement plans, and school-parent compacts.
Reservation of Funds	④ A Describe how the LEA will reserve 1 percent of Title I funds to carry out parental involvement requirements.	1118(a)(3)(A)	<ul style="list-style-type: none"> Describe how the district will establish an adequate budget for parental involvement activities and programs.
	④ B Describe how the LEA will distribute 95 percent of the 1 percent reserve to schools.	1118(a)(3)(C)	<ul style="list-style-type: none"> Describe how the district will assist schools in developing parental involvement budgets.
Early Education	⑤ Describe ways the LEA will coordinate and integrate parental involvement strategies with other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction Program for Preschool Youngsters, and state-run preschool programs.	1118(a)(2)(D)	<ul style="list-style-type: none"> Distribute and share information with these programs concerning school events and activities for parents that help support student learning and promote academic achievement.
Annual Evaluation	⑥ Describe how the LEA will conduct, with parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.	1118(a)(2)(E)	<ul style="list-style-type: none"> Describe various combinations of evaluation methods – surveys, focus groups, open discussion forums, to provide parents with multiple ways to provide evaluation feedback on the parental involvement policy.

	Does the LEA Parental Involvement Policy:	Section of Title I Law	To make the policy more effective:
Format and Language	7 Ensure that the format and language of the policy are family-friendly.	1118(f)	<ul style="list-style-type: none"> Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	8 Describe how the LEA will build the schools' and parents' capacity for strong parental involvement.	1118(a)(2)(C) 1118(e)	<ul style="list-style-type: none"> Describe the various ways the district will implement procedures to build the schools' and parents' capacity.
	8 A Describe how the LEA will provide assistance to parents in understanding the state's academic standards and state student academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators.	1118(e)(1)	<ul style="list-style-type: none"> Gather feedback from parents to determine their specific understanding of the state academic standards and school curriculum so the school can provide necessary resources and materials.
	8 B Describe how the LEA will 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.	1118(e)(2)	<ul style="list-style-type: none"> Develop educational classes for students and parents to attend to provide them with resources for at-home learning opportunities.
	8 C Describe how the LEA will 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, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.	1118(e)(3)	<ul style="list-style-type: none"> Encourage communication between the district and schools to consistently share, in multiple ways, best practices and ideas how to effectively reach out to parents in a meaningful and productive manner.
	8 D Describe how the LEA will coordinate and integrate parental involvement programs with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.	1118(e)(4)	<ul style="list-style-type: none"> Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement, including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	8 E Describe how the LEA will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.	1118(e)(5)	<ul style="list-style-type: none"> Provide all parents with materials, correspondence, and information in appropriate languages, according to the school population, and a format that is family-friendly.
	8 F Describe how the LEA will provide such other reasonable support for parental involvement activities under this section? (For example, the discretionary items described in Section 1118 (e)(6-13) to build effective partnerships between the school and parents).	1118(e)(14)	<ul style="list-style-type: none"> Utilize the discretionary items described in Section 1118 to develop strategies to improve parental involvement. Provide opportunities for parents to request additional support and offer input on the improvement of parental involvement programs.
Measures of Effectiveness	9 Describe the strategies, activities, and information that the school will provide to support a strong partnership between the school, parents, and the community to improve student academic achievement.	This is a best practice and not required.	<ul style="list-style-type: none"> Provide parents with resources and assistance based on the school's needs assessment and parent input. Develop multiple opportunities for parents to receive information and to be involved in the child's education.

7 Achieve County School District Parental Involvement Policy

9 What is Parental Involvement?

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

About the Parental Involvement Policy

IA

In support of strengthening student academic achievement, the Achieve County School District (ACSD) has developed this parental involvement policy that establishes the district's expectations for parental involvement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe ACSD's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in

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school longer and enjoy school more. Title I, Part A provides for substantive parental involvement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) contains the primary Title I, Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1118, the ACSD will work with its Title I schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118 (b) and each include, as a component, a school-parent compact consistent with Section 1118 (d) of the ESEA.

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Jointly Developed

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During the annual State of the District meeting in May, all parents were invited to participate and provide suggestions and ideas to improve this district parental involvement policy for the 2014-2015 school year. The district sent a letter to all parents informing them about this meeting and posted an announcement on the school district Web site. During this meeting, parents also reviewed and discussed the Comprehensive LEA Improvement Plan (CLIP). Additionally, each Title I school used its Parent Advisory Council to review the district parental involvement policy before the end of the school year.

Upon final revision, the district parental involvement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district Web site or by submitting written comments to your child’s school. All feedback received was included with the policy for this school year.

The district parental involvement policy was posted on district and school Web sites, distributed during the annual Title I school meetings early this school year, and made available in the schools’ parent resource centers.

Strengthening Our School

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This year, the district parent involvement coordinator (PIC) will provide assistance and support to all Title I schools to ensure parental involvement requirements are being satisfied and that parent engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the PIC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the PIC will hold monthly meetings and trainings with its Title I schools’ principals and school PICs to review family engagement plans and activities. Additionally, the district will convene a summit in March for principals and PICs to review parental involvement requirements and plan opportunities for parental involvement activities and meetings for the remainder of the school year.

Reservation of Funds

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The ACSD will reserve 1 percent from the total amount of Title I funds it receives in FY15 to carry out the parental involvement requirements listed in this policy and as described in Section 1118 of the ESEA. Furthermore, the ACSD will distribute 95 percent of the amount reserved to all Title I schools to support their local-level parental involvement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

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Each Title I school will host an annual School Improvement Forum in May for parents to provide suggestions how these parental involvement funds will be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.



Opportunities for Parent Consultation

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

State of the District Meeting ~ May 27, 2015

All parents are welcome to hear the latest updates from the Achieve County School District as well as review and provide input into the district parental involvement policy and the Comprehensive LEA Improvement Plan for the 2015-16 school year. Notices regarding this meeting will be mailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district Web site.

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School Improvement Forums ~ May 5–8, 2015

During this week, each Title I school will host a forum for parents to participate in roundtable discussions to review the schoolwide plan, the school's parental involvement policies as well as provide input on the parental involvement budget and parental involvement programs. Each Title I school will send a letter home to parents notifying them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school Web sites.

Parent input on the use of Title I funds to support parental involvement programs may also be provided through the annual district survey. The survey will contain questions related to the parental involvement budget as well as a section for parents to provide their comments.

Unable to attend these meetings? Please visit www.achieveschools.org/TitleI to review the meeting documents and minutes and leave your input.

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Scan the code with your smartphone or tablet to access parental involvement information from the ACSD Web site.

2C Building School and Parent Capacity

The ACSD will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities and programs.

8A The ACSD will work with a district and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program. The ACSD will provide classes for parents to gain knowledge about the Common Core Georgia Performance Standards and the achievement standards, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these classes will be posted on the district Web site and shared through each Title I school's newsletter.

The ACSD will also provide a page on the district Web site that will contain resources and materials, including parent guides, study guides, and practice assessments, to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources, the ACSD technology specialists will partner with Title I schools to host workshops for parents. Dates and times for these workshops will be determined and announced by each individual school. 8B

8D The ACSD will coordinate and integrate the district's parental involvement programs with the Head Start program and other state funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. In the spring, the elementary 5 schools will host Kindergarten Ready days so parents may tour the schools and receive information to help prepare them and their children for kindergarten. The ACSD will also coordinate with these programs to ensure that parents are informed about available resources.

8E To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each Title I school will send home a districtwide calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. Information posted on the district Web site will be translated to the extent practicable. The district will also utilize school telephone systems, school Web sites, local news media, and other school message systems to post information for parents.

The ACSD will conduct three trainings during the school year for principals and school PICs to learn and discuss strategies to increase parent engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools. The district parent involvement coordinator will also provide opportunities for visits to each Title I school to review and discuss parental involvement requirements and initiatives. The ACSD will host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families. 8C

8F The ACSD has established a districtwide Parent Advisory Council comprised of parent representatives from each Title I school's Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by posting recordings of council and other district meetings on the Web site and increase participation by utilizing video conferencing technology to accommodate the schedules of these valuable partners.

6 Parental Involvement Evaluation

Each year, the ACSD will conduct an evaluation of the content and effectiveness of this parental involvement policy and the parental involvement activities to improve the academic quality of the Title I schools through an annual parent survey and the School Improvement Forums.

Beginning in April, each Title I school will send home a survey for parents to provide valuable feedback regarding the parental involvement activities and programs. These surveys will also be posted on the district and school Web sites for parents to complete. In addition to the

annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective parental involvement.

The ACSD will use the findings from the school forums and the survey results to design strategies to improve effective parental involvement, to remove possible barriers to parent participation, and to revise its parental involvement policies.

8E Accessibility

In carrying out the parental involvement requirements established by Section of the ESEA, the district parent involvement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

9 Mark Your Calendars

For Parents

Annual Parent Survey
April 7-28, 2015

School Improvement Forum
May 5-9, 2015 – Local school site

State of the District Meeting
May 27, 2015 – County Board Office

For Schools

Welcoming Schools Training
August 29, 2014 – County Board Office

Principal and PIC Meetings
First Wednesday of every month

Spring Title I School Summit
March 5, 2015 – County Board Office

9 Adoption

This districtwide parental involvement policy has been developed jointly and agreed upon with parents of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school and district personnel at the annual State of the District meeting.

This policy was adopted by the Achieve County School District on July 29, 2014 and will be in effect for the 2014-2015 academic school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before August 12, 2014.

