

Developing an Effective LEA Parental Involvement Policy and Plan

Parent Involvement Compliance Webinar Series
Thursday, April 11, 2013

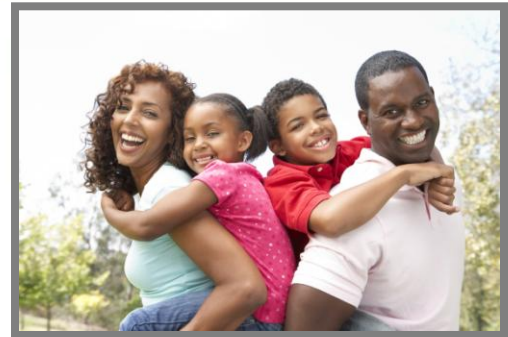
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Webinar Objectives

- Review **general expectations with sample** parental involvement policy and plan **verbiage**
- Breakdown the **required** LEA parental involvement policy components with examples
- Review the **discretionary** parental involvement policy components



**Georgia Department of Education
FY13 Districtwide Parental Involvement Policy
(Template)**

NOTE: In support of strengthening student academic achievement, each local educational agency (LEA) or school district that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act of 1965 (ESEA) (districtwide parental involvement policy). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and it is incorporated into the LEA's plan submitted to the State educational agency (SEA).

School districts, in consultation with parents, may use the sample template below as a framework for the information to be included in their parental involvement policy. School districts are not required to follow this sample template or framework, but if they establish the district's expectations for parental involvement and include all of the components listed under "Description of How District Will Implement Required Districtwide Parental Involvement Policy Components" below, they will have incorporated the information that section 1118(a)(2) requires be in the districtwide parental involvement policy. School districts, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parental involvement and strengthen student academic achievement.

PART I

GENERAL EXPECTATIONS
(Template)

[NOTE: Each district, in its Districtwide Parental Involvement Policy, must establish the district's expectations for parental involvement. [Section 1118(a)(2), ESEA.] There is no required format for these written expectations; however, this is a sample of what might be included.]

The _____ name of school district _____ agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a

component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

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 at school;*
- (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.*



**Georgia Department of Education
FY13 LEA Level Parental Involvement Policy
(Checklist)**

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:

<i>Met</i>	<i>Not Met</i>	<i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
()	()	()	1. Develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy. The policy shall be incorporated into the local educational agency's (LEAs) 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).	
()	()	()	2. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.	
()	()	()	3. 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.	

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**Georgia Department of Education
FY13 LEA Level Parental Involvement Policy
(Checklist with Samples 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:

<i>Met</i>	<i>Not Met</i>	<i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
()	()	()	1. Develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy. The policy shall be incorporated into the local educational agency's (LEAs) 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).	<ul style="list-style-type: none"> Revised Parent Involvement Policy and Plan with month, date, and year 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 LEA parental involvement plans and practices Student handbook
()	()	()	2. Involve parents in the joint development of the plan under section 1112, and the process of school review and improvement under section 1116.	<ul style="list-style-type: none"> Parent letters Survey results Dated agendas Dated sign-in sheets (indicating person's role and/or title) Dated meeting minutes

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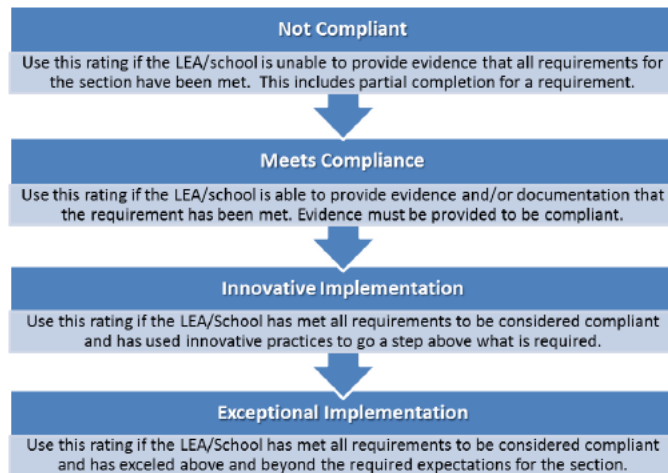
Title I Parental Involvement Compliance Implementation Rubric

Using the Compliance Implementation Rubric

This Compliance Implementation Rubric should be used by Georgia Title I schools and districts to assist them in understanding and meeting Title I Parental Involvement Compliance monitoring requirements. In addition, the implementation rubric will help schools in carrying out effective and strategic parent involvement actions tied to compliance mandates in an effort to build parent leadership and capacity. To use:

1. Identify whether you are completing the Compliance Implementation Rubric from the school or district level by checking in the appropriate box.
2. Read the identified parental involvement requirement and review the listed compliance monitoring documentation - check the boxes for documentation your program maintains.
3. Review the implementation rubric to determine your program's level of implementation for the identified parental involvement requirement.
4. Rate each parental involvement requirement as not compliant, meets compliance, innovative implementation, or exceptional implementation.
5. Determine action steps to address each area that does not meet compliance and enhance current parent involvement plans to improve current compliance practices.

Compliance Implementation Rubric Rating System



Adapted from New Jersey PIRC. (2010). *Title I Parent Involvement A Self-Evaluation Tool for New Jersey Schools*
Adapted from California Department of Education. (2011). *Family Engagement Framework: A Tool for California School Districts*

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Elementary and Secondary Education Act (ESEA), Title I, Part A Section 1118 (a) (2)

Local Educational Agency Parental Involvement Policy

☐ DISTRICT LEVEL ☐ SCHOOL LEVEL

Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy. The policy shall be incorporated into the local educational agency's plan developed under section 1112, establish the agency's expectations for parental involvement, and describe how the agency will address Section 1118(a)(2) A-F. The LEA parent involvement policy must establish the district's expectation for parent involvement and include a description of how the district will implement or accomplish each component in order to meet the statutory requirements of this section. The LEA parent involvement policy may include additional paragraphs listing and describing other discretionary activities that the school district chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement.

Compliance Documentation

- ☐ Copy of LEA Parent Involvement Policy with the revision date, month, year
- ☐ Meeting agendas and sign-in sheets from LEA policy meetings with parents
- ☐ Proof LEA Parent Involvement Policy was distributed in multiple ways
- ☐ Parent feedback in the form of minutes from the LEA policy meetings
- ☐ Receipts from postage used to mail copies of the LEA Parent Involvement Policy to parents
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements
- ☐ A revised parent involvement policy with revision month, date, and year

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Conduct a meeting jointly with parents of Title I programs annually to develop, discuss, revise, and agree upon the LEA Parent Involvement Policy. Ensure all Title I parents have the opportunity to provide input on the LEA Parent Involvement Policy by providing several attempts and ways to gather parent feedback. Distribute and make available the revised LEA Parent Involvement Policy to all parents in multiple ways annually. 	<ul style="list-style-type: none"> Establish school improvement efforts and student performance goals as the foundation for developing and revising the LEA Parent Involvement Policy. Utilize parent leaders to co-facilitate the LEA Parent Involvement Policy revision meetings each year and then use them throughout the year to summarize and promote successes in student achievement as it relates to the LEA Parent Involvement Policy. 	<ul style="list-style-type: none"> Develop a District-Wide Title I Parent Advisory Council with parent membership from each Title I school in the district to guide and coordinate parent involvement programs throughout the district as outlined in the LEA Parent Involvement Policy. Measure the impact of parent involvement on student achievement in the LEA Parent Involvement Policy by establishing a plan of work as well as parent-school communications plan with measurable goals.

☐ Not Compliant ☐ Meets Compliance ☐ Innovative ☐ Exceptional

Notes:

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LEA Parental Involvement Policy

Each LEA that receives Title I funds must **develop** jointly with, **agree** on, and **distribute** to parents of all students in Title I programs a written parent involvement policy.

- ✓ The LEA must have a parent involvement policy which is revised each year.
- ✓ The policy must be jointly developed with parents of eligible Title I students.
- ✓ The policy must be agreed upon with parents of eligible Title I students.
- ✓ The policy must be distributed to all parents of eligible Title I students in multiple ways.



General Expectations



- ✓ Put into operation programs and activities for Title I parents.
- ✓ Activities and procedures will be planned with consultation with Title I parents.
- ✓ Ensure that the required school level parent involvement policies meet requirements.



General Expectations

- ✓ Incorporate district wide parental involvement policy into LEA plan
- ✓ Submit unsatisfactory parent comments.
- ✓ Provide opportunities for all parents to participate and provide information in a language parents understand.



General Expectations



- ✓ Involve Title I parents in decisions about how the 1% of Title, Part A funds reserved for parental involvement are spent.
- ✓ School districts will be governed by the statutory definition of parental involvement.



Required Policy Components

Sample Verbiage

1. The ABC School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:



- *Distribute parent input forms to all parents of students enrolled in Title I schools to involve parents in the development of this policy, the district plan and use of parent involvement funds.*
- *Provide parents access to the information in the district's parental involvement policy and plan through the district website and engage in open communication about the plan during parent meetings and school advisory meetings.*



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Required Policy Components

2. The ABC School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:



- *Send parents a handout providing a summary of how Title I funds for parent involvement are used at each school during the first week of school so that it is available to them prior to the annual meeting.*
- *The district will hold an annual meeting for parents of students in Title I programs to discuss the review and implementation of the Title I plan, and how Title I funds for parent involvement activities will be used.*
- *Parental feedback and input will be solicited from the following:*
 - ✓ *Parent Advisory Committee*
 - ✓ *Parent Café's*
 - ✓ *PTO/PTA Meetings*
 - ✓ *School Advisory Council*



Required Policy Components

3. The ABC School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- ✓ *Provide guidance on appropriate use of parent involvement funds along with a periodic status report.*
- ✓ *Review school parent involvement plans to ensure compliance, including minutes from parent meetings showing it was developed jointly with parent input.*



Required Policy Components

4. The ABC School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:



- *Coordinate with early educational programs to invite families and preschool children into the schools to take a tour and participate in planned activities.*
- *Collaborate with external early education programs to develop an effective program that prepares young learners for grade school and parents for school transition.*



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Required Policy Components

5. The ABC School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools.



- *LEA will conduct annual evaluations and request parent feedback through multiple methods of contact, including but not limited to:*
 - ✓ Surveys (mailing, phone calls, electronic)
 - ✓ Focus Groups
 - ✓ Open Discussion Forums
- *LEA will use evaluation results in planning improvements during the current school year and for the subsequent school year.*



Required Policy Components



6. The ABC School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:



Required Policy Components

A. The ABC School District provide assistance to parents of participating Title I children in understanding such topics as the state's academic content and achievement standards, the assessment being used, the requirements of Title I, Part A, and how to monitor their children's progress and work with educators to improve their achievement.

- ✓ *Develop Student-Parent Study Guides that helps parents understand how they can help with homework.*
- ✓ *Conduct CCGPS parent workshops to inform parents about changes in their child's curriculum.*
- ✓ *Provide a brochure for parents that explains the standards in a simplistic format.*



Required Policy Components

B. The ABC School District will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parent involvement, by:

- ✓ *Providing an evening computer lab for parent to learn how to use technology through training classes.*
- ✓ *Developing parent guides to provide tips and ideas to parents on helping their children with core content subject areas.*
- ✓ *Provide take-home learning materials for parents to use with their children.*



Required Policy Components

- C. The ABC School District, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools by:



- *Representatives from the LEA will establish requirements and work with school principals to co-facilitate their initial Title I Parent Meetings.*
- *The LEA will provide adequate professional development on parent involvement for teachers and administrators on a quarterly basis to address topics such as:*
 - ✓ *Communicating with Parents*
 - ✓ *Including Parents in the Homework Process*
 - ✓ *The Basics of Parent Involvement/Engagement*
 - ✓ *Promoting Cultural Competency*



Required Policy Components

- D. The ABC School District will to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities 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, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:



ABC School District will:

- ✓ *Work with early educational programs to coordinate parent involvement efforts to have a greater impact on the community.*
- ✓ *Advertise that there is has a District Parent Resource Center, located at 123 Main Street, Sunnyville, Georgia, open Monday-Friday from 00:00 – 00:00 for parents to utilize academic resources on behalf of their children.*



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Required Policy Components

E. The ABC School District will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in an understandable and uniform format, including alternative formats upon request and, to the extent practical, in a language the parents can understand:

- ✓ *Utilize translating devices to minimize language barriers to parent involvement.*
- ✓ *Provide written communications in a language parents can understand.*
- ✓ *Contract the services of an interpreter as needed for parent meetings.*



Required Policy Components

- F. The ABC School District shall provide other reasonable support for parent involvement activities under section 1118 as parents may request.
 - ✓ *Districts will need to explain their procedures for how they will be responsive to the needs and requests of parents for parent involvement activities as it relates to the parent involvement policy.*



Discretionary Policy Components

- ✓ involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- ✓ providing necessary literacy training for parents from Title I, Part A funds if the school district has exhausted all other reasonably available sources of funding for that training



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Sample Verbiage

Discretionary Policy Components

- ✓ paying reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- ✓ training parents to enhance the involvement of other parents



child
care



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Sample Verbiage

Discretionary Policy Components

- ✓ in order to maximize parent involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting 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
- ✓ adopting and implementing model approaches to improving parent involvement



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Sample Verbiage

Discretionary Policy Components

- ✓ establishing a district wide parent advisory council to provide advice on all matters related to parent involvement in Title I, Part A programs
- ✓ developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent involvement activities



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Adoption

Sample Verbiage

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by _____.

This policy was adopted by the ABC School District on October 10, XXXX and will be in effect until its next revision on _____. The school district will distribute this policy to all parents of participating Title I, Part A children on or before the first day of school.

(Signature of Authorized Official)

(Date)



LEA Policy and Plan Documentation

1. LEA Policy and Plan

- Labeled with LEA's name
- Labeled with current school year and revision date (M/D/Y)
- Contains all required components
- Contains signature/date from district representative (optional)

2. Agendas and Sign-in Sheets

- Labeled with LEA name, location, date, and time of meeting
- Meeting agenda contains LEA Policy and Plan as either purpose of meeting or a detailed item as part of meeting
- Sign-in sheets with signatures and roles defined (i.e. parent)



LEA Policy and Plan Documentation

3. Minutes/Evaluations/Feedback

- Labeled with LEA name and meeting purpose
- Labeled with location, date, and time of meeting
- Record of parent feedback
- Pictures/Video/Survey

4. Communications (Meeting Announcements/Sharing)*

- School/Community newsletter, flyers, or letter to parents
- Emails, call logs, website, social media, video announcements
- Parent-teacher conferences, school events, or parent meetings

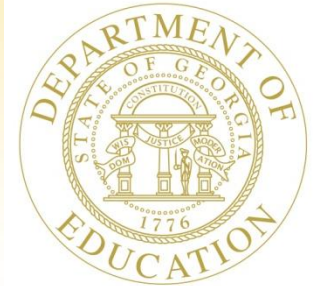
****Must show evidence that ALL Title I parents were invited to provide input in the development/revision of the LEA Policy and Plan***



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Open for Questions



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