



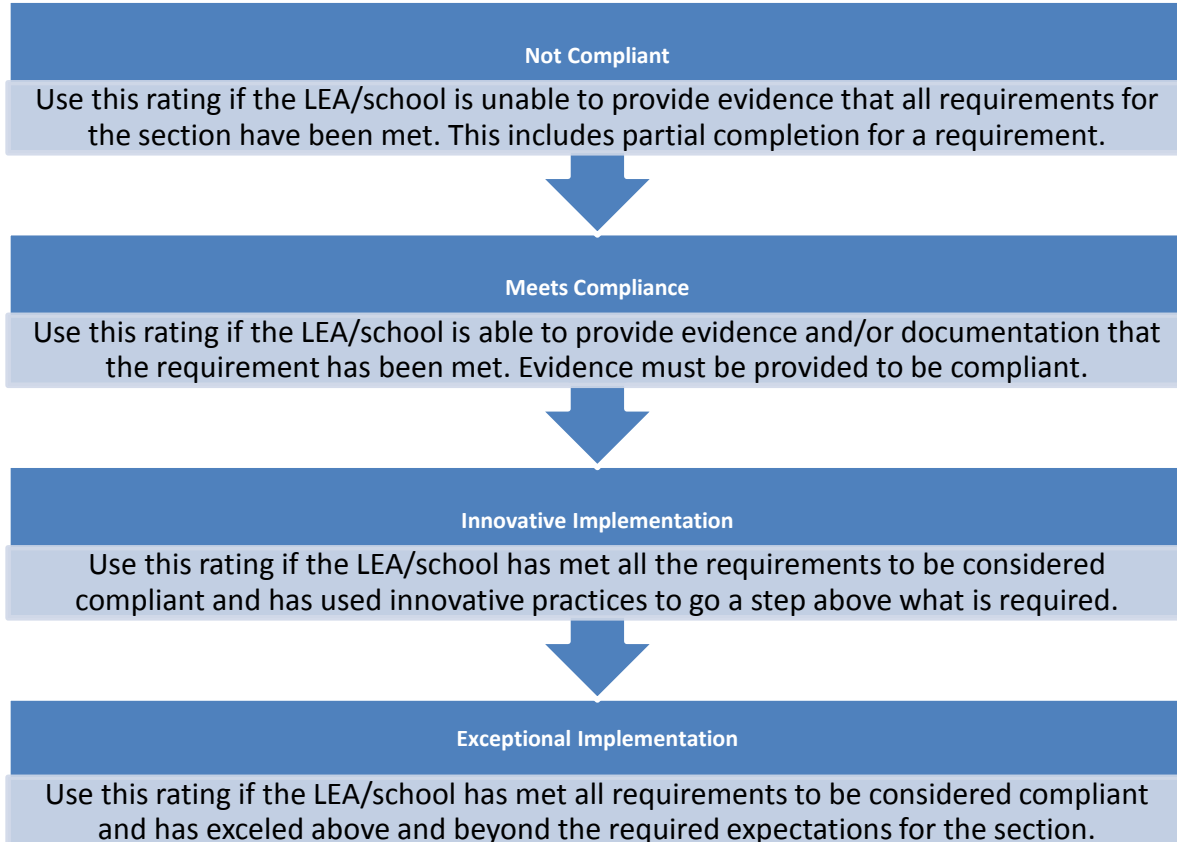
Title I Parental Involvement Compliance Implementation Rubric

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. Refer to the checked box at the top of each rubric to determine if the parental involvement requirement should be completed at the district level, school level, or both.
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



Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(1)(2)

Local Educational Agency Parental Involvement Policy Policy Development



DISTRICT LEVEL



SCHOOL LEVEL

A local educational agency may receive funds under this part only if such agency implements programs, activities, and procedures for the involvement of parents in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be **planned and implemented** with **meaningful consultation with parents of participating children**.

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.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy with the revision date, month, year
- ☐ Meeting agendas and sign-in sheets from LEA policy meetings (or other input opportunities) with parents
- ☐ Proof LEA Parental Involvement Policy was distributed in multiple ways (signature sheets, postage receipts, website screen shots, pictures of where the policy is located for pickup, distribution on meeting agendas, etc.)
- ☐ Parent feedback in the form of minutes from the LEA policy meetings (or other input opportunities)
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the development and/or revision of the LEA policy.
- ☐ District procedures for how parents are able to provide input on the LEA parental involvement policy

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Conduct a meeting (offer other formal and informal opportunities) jointly with parents of Title I programs annually to develop, discuss, revise, and agree upon the LEA Parental Involvement Policy. Ensure all Title I parents have the opportunity to provide input on the LEA Parental Involvement Policy by providing several attempts and ways to gather parent feedback. Distribute and make available the revised LEA Parental 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 Parental Involvement Policy. Utilize parent leaders to co-facilitate the LEA Parental 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 Parental Involvement Policy. Translate the LEA Parental Involvement Policy into various languages based on family need. 	<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 Parental Involvement Policy. Measure the impact of parent involvement on student achievement in the LEA Parental 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:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(A)

Local Educational Agency Parental Involvement Policy Written Jointly with Parents



DISTRICT LEVEL



SCHOOL LEVEL

Each LEA that receives Title I funds shall involve parents in the **joint development** of the plan under section 1112, and the **process of school review and improvement** under section 1116.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how parents will be involved in Comprehensive Local Educational Agency Improvement Plan (CLIP) and the school improvement plans
- ☐ Copy of the CLIP stating how parents are involved in the development of this plan and the school improvement plans
- ☐ Meeting agendas and sign-in sheets from CLIP and school improvement plan meetings (or other input opportunities) with parents
- ☐ Parent feedback in the form of minutes from the CLIP and school improvement plan meetings (or other input opportunities)
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the development and/or revision of the CLIP and school improvement plans

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Include a section in the LEA Parental Involvement Policy stating how all parents of Title I eligible students will be included in the joint development and annual revision of the CLIP and school improvement plans. Conduct a meeting (or other formal and informal opportunities) jointly with parents of Title I programs annually to develop and/or revise the CLIP and school improvement plans. Ensure all Title I parents have the opportunity to provide input on the CLIP and school improvement plans by providing several attempts and ways to gather parent feedback. 	<ul style="list-style-type: none"> Distribute and make available the revised CLIP and school improvement plan to all parents in multiple ways. Hold meetings at each individual school in the district with various standing parent groups and focus groups (however this particular meeting must be open for all Title I parents to attend) to receive feedback on the CLIP and school improvement plans. Present information in a concise and family-friendly to receive effective feedback. 	<ul style="list-style-type: none"> Hold a training for interested parents prior to the formal CLIP and/or school improvement development and review meetings on understanding of the CLIP and School Improvement Plan templates as well as the process for developing the plans. Also share strategies for monitoring the CLIP and school improvement goals/objectives on an ongoing basis.

☐ **Not Compliant**

☐ **Meets Compliance**

☐ **Innovative**

☐ **Exceptional**

Notes:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(B)

Local Educational Agency Parental Involvement Policy Technical Assistance



DISTRICT LEVEL



SCHOOL LEVEL

Each LEA that receives Title I funds shall provide the **coordination, technical assistance, and other support necessary** to assist participating schools in **planning and implementing effective parent involvement activities** to improve **student academic achievement and school performance**.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how the LEA will support schools in planning and implementing effective parental involvement activities that improve student achievement.
- ☐ Guidance and communications to schools from the LEA on parental involvement requirements, school parental involvement policies, school-parent compacts, and parent engagement strategies.
- ☐ Meeting agendas and sign-in sheets from professional development sessions or technical assistance on effective parental involvement and engagement strategies.
- ☐ Communication materials and resources provided to schools on effective parental involvement and engagement strategies.
- ☐ Presentations or training materials used to provide professional development sessions or technical assistance to schools on effective parental involvement and engagement strategies.

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Include a section in the LEA Parental Involvement Policy stating how the LEA will support schools in planning and implementing effective parental involvement activities that improve student academic achievement. Provide ongoing guidance, professional development and/or technical assistance to schools on effective parental involvement/engagement practices, school parental involvement plans, and school-parent compacts. Ensure support provided to schools is linked to planning and implementing effective parent involvement activities as it relates to increasing student academic achievement. 	<ul style="list-style-type: none"> Utilize parent participation in the training of school staff on effective parental involvement activities and strategies. Parent participation can be in the form of parents as trainers, guest speakers, or part of open-table discussions/forums on how to increase parental involvement in the schools. Hold regular or periodic staff trainings on parental involvement/engagement strategies at staff meetings or professional development days on topics such as creating welcoming school environments, effective two-way, home-school communication, and involving parents in the homework process. 	<ul style="list-style-type: none"> Conduct an evaluation of school staff to gauge their understanding of the link between parent involvement and student achievement. Then use the data to customize webinars, professional development trainings, teaching tip sheets, or other communications to help school staff improve their understanding and abilities to implement effective parental involvement/engagement academics linked to learning.

☐ **Not Compliant**

☐ **Meets Compliance**

☐ **Innovative**

☐ **Exceptional**

Notes:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(C)

Local Educational Agency Parental Involvement Policy

Building Capacity for Involvement

**DISTRICT LEVEL****SCHOOL LEVEL**

Each LEA that receives Title I funds shall **build the schools' and parents' capacity for strong parental involvement** as described in subsection (e).

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how the LEA will build the schools' and parents' capacity for strong parental involvement as described in Section 1118 (e)
- ☐ Meeting agendas and sign-in sheets from parental involvement and parent engagement activities to build school and parent capacity in student academic achievement
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the parental involvement activities
- ☐ Communications provided to schools and parents from the district to build capacity in parental involvement to improve student academic achievement
- ☐ Presentations or other training materials used for parental involvement activities
- ☐ Other compliance documentation as mentioned in this compliance implementation rubric for Section 1118 (e) (1-14)

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none">• Please refer to the Section 1118 (e) (1-14) compliance implementation rubrics to determine what will meet compliance or could be considered innovative or exceptional implementation. This section in the law is applicable to both the LEA parental involvement policy and the school parental involvement policy.		

☐ **Not Compliant**☐ **Meets Compliance**☐ **Innovative**☐ **Exceptional**

Notes:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(D)

Local Educational Agency Policy

Coordination and Integration of Early Childhood Programs



DISTRICT LEVEL



SCHOOL LEVEL

Each LEA that receives Title I funds shall **coordinate and integrate parental involvement strategies** under this part with **parental involvement strategies under other programs**, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, Parents as Teachers program, and Home Instruction Program for Preschool Youngsters, and State-run preschool programs.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how the LEA will coordinate and integrate parental involvement strategies with programs as described in Section 1118 (a)(2)(D)
- ☐ Dated meeting agendas and minutes indicating the collaboration and planning processes
- ☐ Dated sign-in sheets (indicating person's title and/or role) from partnership meetings
- ☐ Partnership agreements with approved organizations describing goals and strategies
- ☐ Correspondence (email, letters) between the school and participating programs
- ☐ Notification of meetings such as invitations and flyers encouraging staff and parent attendance
- ☐ Written procedures describing the coordination and integration of parent involvement programs

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Include a section in the LEA Parental Involvement Policy describing the procedures the LEA will follow to coordinate and integrate parental involvement strategies and activities with these required programs. Distribute and share information with these programs concerning school events and activities for parents that help support student learning and promote academic achievement. Integrate with identified programs as stated in the law, by inviting parents of these children to participate in school programs and events focused on improving school transitions for students and families. Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement. 	<ul style="list-style-type: none"> Open school facility space and invite parent groups from these programs to utilize available space to conduct meetings and activities. Provide information and resources that support school orientation for parents and students to assist the school transition process. Establish a school transition team to design and implement academic programs and activities that will determine and improve parents' and students' level of academic preparation. 	<ul style="list-style-type: none"> Prepare families for a new school year by creating a school orientation video explaining the school and class requirements and educational differences that students and parents can expect to experience. Allow parents of upcoming students to participate in a guided tour and follow a sample student day. Deliver educational materials with the help of school staff to the parents of children participating in these programs to provide resources that will academically prepare students and parents.

☐ **Not Compliant**

☐ **Meets Compliance**

☐ **Innovative**

☐ **Exceptional**

Notes:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(E)

Local Educational Agency Parental Involvement Policy Annual Evaluation



DISTRICT LEVEL



SCHOOL LEVEL

The LEA must 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 identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and **use the findings of such evaluation to design strategies for more effective parent involvement**, and to revise, if necessary, the parent involvement policies described in this section.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how the LEA will conduct an annual evaluation of the content and effectiveness of the LEA parental involvement policy
- ☐ Flyers, Website announcements, message recordings, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the evaluation of the Title I parental involvement plan
- ☐ Meeting agendas, minutes, and sign-in sheets from evaluation meetings
- ☐ Copy of annual Title I Parental Involvement Survey with summary of results; or,
- ☐ Parent feedback from LEA/school parent evaluation meetings (focus groups, open discussion forums, etc.)

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none"> Include a section of the LEA parental involvement policy stating how the district will complete an annual evaluation in order to review the effectiveness of the parental involvement policy. Survey families or collect other evaluation data annually to evaluate the content and effectiveness of the parental involvement policy. Identify barriers to greater family participation, inclusive of hard to reach or diverse parents. Use the findings of the evaluations to design more effective parent involvement strategies and inform school leadership and decision makers in the revision of the parent involvement policy annually. 	<ul style="list-style-type: none"> Invite parents to participate in the reviewing of the evaluation results and action planning. Expand the collection of evaluation feedback to include feedback from all members of the school community throughout the year – inclusive of teachers, students, administrators, and community members. Share these results with parents. Evaluation assessments or meetings are provided in a format and language that is transparent and easy for all parents to understand. In addition to addressing barriers, acknowledge successes in the parent involvement policy. 	<ul style="list-style-type: none"> Provide all evaluation results to the school community, highlighting successes as well as how concerns will be addressed. Conduct various combinations of evaluation methods – surveys, focus groups, and open discussion forums to provide parents with multiple ways to provide feedback on the parent involvement policy. Include program evaluation within the parent involvement plan.

☐ **Not Compliant**

☐ **Meets Compliance**

☐ **Innovative**

☐ **Exceptional**

Notes:

Elementary and Secondary Education Act (ESEA), Title I, Part A

Section 1118 (a)(2)(F)

Local Educational Agency Parental Involvement Policy Involvement of Parents

**DISTRICT LEVEL****SCHOOL LEVEL**

Each local educational agency that receives funds under this part shall **involve parents in the activities of the schools** served under this part.

Compliance Documentation

- ☐ Copy of LEA Parental Involvement Policy stating how the LEA will involve parents in the activities of the Title I schools.
- ☐ Copy of the school Parental Involvement policies explaining how parents will be involved in the activities of the Title I schools.

Meets Compliance	Innovative Implementation	Exceptional Implementation
<ul style="list-style-type: none">Include a section in the LEA Parental Involvement Policy stating how the LEA will involve parents in the parental involvement activities of the school.Ensure that Title I schools involve parents in the parental involvement activities and requirements under the law.	<ul style="list-style-type: none">Establish a plan of work for the LEA to utilize throughout the year to provide ongoing and meaningful assistance to schools to ensure schools are utilizing the most up-to-date and relevant strategies to involve parents in the activities of the Title I schools.	<ul style="list-style-type: none">Develop a District-Wide Parent Leadership Academy that trains parents from each Title I school in the district. Implement a curriculum that helps these parents develop their leadership skills to assist the schools in recruiting active involvement of other parents in the parental involvement activities of their individual schools.

☐ Not Compliant ☐ Meets Compliance ☐ Innovative ☐ Exceptional

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