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**School-Level Parental Involvement Plan/Policy Checklist**

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

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTENT: *Jointly Developed***

**What are the Federal and State Requirements?**

* Each school served under this part shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f).
* Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

*Section 1118(b)(1)*

* Each school served under this part shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school’s programs, the school may use that process, if such process includes an adequate representation of parents of participating children. *Section 1118(c)(3)*
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

*Section 1118(c)(4)(C)*

* If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, each school served under this part shall submit any parent comments on the plan when the school makes the plan available to the local educational agency [or district]. *Section 1118(c)(5)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **The School Parent Involvement Plan Describes:**   * How parents will be involved in the development of the school parental involvement plan * How the school will make the school parent involvement plan available to the local community * How the school will update, at least annually, the school parent involvement plan to meet the changing needs of parents and the school * How the school will submit any parent comments to the district, if the Title I Schoolwide Plan is not satisfactory to parents * How the schools will address opportunities for regular meetings, if requested by parents   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Annual Title I Meeting***

**What are the Federal and State Requirements?**

Each school served under this part shall —

* Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved. *Section 1118(c)(1)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the school will:**   * Conduct an annual meeting (prior to November 1st) to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights under Title I.   *The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the parental involvement plan and School-Parent Compacts.*  *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Communications***

**What are the Federal and State Requirements?**

* Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.

*Section 1118(b)(1)*

* Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

*Section 1118(c)(2)*

* Each school served under this part shall provide parents of participating children timely information about programs under this part.

*Section 1118(c)(4)(A)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **The School Parent Involvement Plan Describes:**     * How the school will ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand * How the school will offer meetings at various times (such as in the morning and evening) * How the school will offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings) * How the school may offer transportation as such services relate to preventing barriers to parental involvement * How the school may offer child care as such services relate to preventing barriers to parental involvement   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *School-Parent Compact***

**What are the Federal and State Requirements?**

* As a component of the school-level parental involvement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards.

*Section 1118(d)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the school will:**     * Jointly develop a School-Parent Compact * Outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement * Build and develop a partnership to help children achieve the State’s high standards   *See required content of a School-Parent Compact outlined in the Georgia Department of Education Parent Engagement Program’s template. Sample text is available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Reservation of Funds***

**What are the State Requirements?**

* Parents of children receiving services shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the school will:**   * Involve parents of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parental involvement activities   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Coordination of Services***

**What are the Federal and State Requirements?**

* 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)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the school will:**   * Coordinate and integrate parental involvement programs, activities, and strategies with early childhood programs *(applicable to elementary schools),* parent resource centers, or other programs   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Building Capacity of Parents***

**What are the Federal and State Requirements?**

* A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

*Section 1118(c)(4)(B)*

* The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:
* The state’s academic content standards
* The state’s student academic achievement standards
* The state and local assessments, including alternate assessments
* The requirements of Title I, Part A
* Ways parents can monitor their children’s progress and work with educators to improve the academic achievement of their children *Section 1118(e)(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)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the School will:**   * Provide parents with a description and explanation of the curriculum in use at the school * Provide parents with individual student academic assessment results and interpretation of those results * Provide parents with a description and explanation of the assessments used to measure student progress and the proficiency levels the students are expected to meet * Provide assistance to parents of children served by the school in understanding topics such as: * The Georgia Standards of Excellence * Georgia Milestones * Title I, Part A requirements * Strategies parents can use to support their child’s academic progress * Partnering with teachers to support their child’s academic achievements * 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   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Building Capacity of School Staff***

**What are the Federal and State Requirements?**

Each school and local educational agency assisted under this part 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 with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school. *Section 1118(e)(3)*
* 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)*
* Provide other reasonable support for parental involvement activities under Section 1118 as parents may request. *Section 1118(e)(14)*

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the school will train teachers, pupil services personnel, principals, and other staff:**   * In the value and utility of contributions of parents * In how to reach out to, communicate with, and work with parents as equal partners, * To implement and coordinate parent programs and build ties between home and school * To provide information in a format, to the extent practicable, in a language the parents can understand * To respond to parent requests for parental involvement activities   *See sample text in the Georgia Department of Education Parent Engagement Program’s template available on the Title I, Part A Parental Involvement Compliance Documents webpage at* [*http://parents.gadoe.org*](http://parents.gadoe.org)*.* |

**CONTENT: *Building Capacity for Involvement***

*The school parental involvement plan may include additional sections describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build capacity.*

**Did the School and Parents Choose to Include the Following Discretionary (Optional) Components in the School Parental Involvement Plan?**

* **Trainings:** Involve parents in the development of training for teachers, principals, and educators to improve the effectiveness of the training. *Section 1118(e)(6)*
* **Literacy Training:** 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)*
* **Expenses to Enable Participation:** 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)*
* **Parent Leadership:** Train parents to enhance the involvement of other parents.

*Section 1118(e)(9)*

* **Flexible Options:** 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 parental involvement and participation in their children’s education.

*Section 1118(e)(10)*

* **Model Approaches:** Adopt and implement model approaches to improving parental involvement.

*Section 1118(e)(11)*

* **School Parent Advisory Council:** Establish a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. *Section 1118(e)(12)*
* **Community and Business Roles:** Develop appropriate roles for community-based organizations and businesses in parental involvement activities. *Section 1118(e)(13)*

**CONTENT: *Revision Date and School Year***

**What are the State Requirements?**

* The School Parent Involvement Plan must reflect a revision date (month/date/year) as well as school year (school year example 2016-2017).

**Does the School Parental Involvement Plan Include the Following Required Components?**

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| **Revision Date and School Year**   * A revision date (month/day/year) prior to November 1st * Does not include multiple revision dates * A revision date that is after parents provided input, but before November 1st * The school year (2016-2017) |

**INPUT**

**What are the Federal and State Requirements?**

* Each school served under this part shall jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f).

*Section 1118(b)(1)*

* + Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

*Section 1118(b)(1)*

**What Types of Documentation Shows Evidence of Gathering Parent Input? (two or more)**

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| --- |
| **Parent Input Meeting**  Methods of Invitation (two or more)  *Invitations must specify all parents are invited to participate and that the purpose of the meeting is for parental input into the school parental involvement plan.*   * Flyer * Email * Screenshot of webpage * Text message * Marquee * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Agenda   * School Parental Involvement Plan revision listed as a discussion topic * Date/Time (usually in the spring) before the revision date on the School Parental Involvement Plan * The annual Title I meeting was not used as an opportunity for input   Sign-In Sheet   * Same date/time as indicated on the invitation and agenda * Person’s title and/or role is identified (e.g., teacher, parent, principal, etc.)   Meeting Minutes/Notes or Evaluation   * Same date/time as the meeting date * Includes a request for parents to provide revision on the School Parental Involvement Plan   Meeting Slides   * Same date/time as the meeting date * Slides include documentation to evidence parents were asked for input   Flexible Meeting Times   * If more than one parent input meeting was offered, the meetings were offered at flexible times (e.g., same day but one held during the day and the other in the evening). |
| **Parent Survey**  Methods of Taking Parent Survey   * Paper copy * Online link   Methods of Distribution (two or more)   * Flyer * Email * Screenshot of survey posted on website * Picture of paper copies available in the front office or Parent Resource Room * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Questions included on the survey are relevant to content included in the School Parental Involvement Plan * Summary of survey results |
| **Feedback Form**  *Feedback form must have a question or request for revisions to the School Parental Involvement Plan’s content.*  Methods of Distribution (two or more)   * Email inviting all parents to provide input using the feedback form * Screenshot of feedback form posted on website * Picture of paper copies of the feedback form available in the front office or Parent Resource Room * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other** *(Please describe evidence)* |

**DISTRIBUTION**

**What are the Federal and State Requirements?**

* Each school served under this part shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

*Section 1118(c)(1)*

* Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. *Section 1118(c)(2)*
* Distribute in multiple ways a copy of the School Parent Involvement Plan to parents prior to November 1st.
* Such policy shall be made available to the local community

*Section 1118(b)(1)*

**What Types of Documentation Shows Evidence of Distributing in Multiple Ways?**

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| **Method of Distribution (two or more)**   * Screenshot of school website with a link to the School Parental Involvement Plan * Screenshot of school social media with a link to the School Parental Involvement Plan * Annual Title I meeting documentation to include invitations, agenda, sign in sheets, and minutes, or PowerPoint indicating distribution of the School Parental Involvement Plan * Picture of School Parental Involvement Plan in the Parent Resource Center or the front office * Signed and dated teacher dissemination statement indicating that the School Parental Involvement Plan was sent home with each student * Email * Included in student registration packets with signed acknowledgements of receipt * Included in the Student Handbook with signed acknowledgements of receipt * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |