**Georgia Department of Education**

**School Level Parental Involvement Policy**

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

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

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

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

| **Met Not Met NA** | **Indicator** | **Documentation** | **Notes** |
| --- | --- | --- | --- |
|  | 1. Develop jointly with, agree on with, and distribute to parents of children a written parental involvement policy, describing implementation of the requirements in a language that is understandable and uniform format.

*Section 1118 (b)(1)* | * Revised parental involvement policy and plan with month, date, and year as well as the school year date
* All correspondence to parents (letter, webpage, newsletter to show policy/plan is distributed in multiple ways)
* Parent surveys
* Dated meeting agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Dated meeting minutes
* Written process on how the school collects and reviews the effectiveness of the parental involvement plan and policy
* Student handbook
 |  |
|  | 1. 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)* | * All correspondence to parents (letter, webpage, newsletter to show policy/plan is distributed in multiple ways)
* Student handbook
 |  |
|  | 1. The revised and completed school parental involvement policy shall be distributed to parents in multiple ways and the local community and updated periodically to meet the changing needs of parents and the school.

*Section 1118 (b)(1)* | * Parental involvement policy with revision date (month/date/year)
* Dated sign-in sheets (indicating person’s role and/or title)
* Dated meeting agendas
* Flyers
* Webpage
* Parent surveys
* Student handbook
* Letters
* Record of parent feedback
 |  |
|  | 1. If the plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the school shall submit any parent comments with such plan to the LEA.

*Section 1118 (c)(5)* | * Comments from parents
* Parent surveys
 |  |
|  | 1. Convene an annual meeting, at a time convenient for parents, to ensure that all parents of participating children learn about their school’s participation in Title I programs, requirements and the right of parents to be involved.

*Section 1118 (c)(1)* | * Dated meeting agendas
* Dated sign-in sheets (indicating person’s role and/or title)
* Dated meeting minutes
* Flyers, invitations, marquee, website announcements, recorded messages
* Presentations, pictures, handouts,
 |  |
|  | 1. Schools must invite to this meeting all parents of children participating in Title I programs and encourage them to attend.

*Section 1118 (c)(1)* | * Flyers, invitations, marquee, webpage, recorded messages
* Newsletters
* Newspaper article
* Announcements
* Photographs (i.e. school marquee)
 |  |
|  | 1. Schools must offer a flexible number of additional parent involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend.

*Section 1118 (c)(2)* | * Dated meeting agendas
* Dated sign-in sheets indicating person’s role and/or title
* Dated meeting minutes
* Flyers, invitations, marquee, webpage
 |  |
|  | 1. Schools shall involve parents in the planning, review, and improvement of Title I programs, including the school parental involvement policy and the Title I schoolwide program plan/school improvement plan.

*Section 1118 (c)(3)* | * All correspondence to parents (letter, webpage, newsletter, recorded messages, website announcement to show policy/plan is distributed in multiple ways)
* Parent surveys
* Dated meeting agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Dated meeting minutes
 |  |
|  | 1. Schools shall provide parents of participating students timely information concerning:
* Description and explanation of the school’s curriculum
* Individual student assessment results and interpretation of those results
* Assessments used to measure student progress and the proficiency levels the students are expected to meet

*Section 1118 (c)(4)(A) and (B)* | * All correspondence to parents (letter, webpage, newsletter to show policy/plan is distributed in multiple ways)
* Dated meeting agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Dated meeting minutes
* Flyers
* Presentations
* Brochures
 |  |
|  | 1. If requested by parents, schools shall provide opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as practicably as possible.

*Section 1118 (c)(4)(C)* | * Parent surveys
* Dated meeting agendas
* Dated meeting minutes
* Evaluations
* Parent feedback
* Letters to parents
* Flyers, invitations, notifications
 |  |
|  | 1. Schools shall develop jointly with parents for all children a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement.

*Section 1118 (d)* | * Dated meeting agendas
* Dated meeting minutes
* Dated sign in sheets
* Written procedure for school and parents to create, revise and sign the compacts
 |  |
|  | 1. The school shall provide assistance to parents of children served under this program in understanding:
* State’s academic content standards and student performance standards.
* State’s student academic achievement standards
* Components of a schoolwide program if applicable.
* Components of a targeted assistance school program if applicable.
* State and local assessments including alternate assessments
* 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)* | * Newspaper articles and/or media announcements
* Schedule of parent education activities, trainings, classes, workshops, etc.
* Newsletters
* Flyers or announcements
* Brochures
* Copies of handouts
* Dated meeting agendas
* Dated sign–in sheets from parent education activities (indicating person’s role and/or title)
* Copies of evaluation forms
* List of materials for meetings
 |  |
|  | 1. The school shall provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

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

*Section 1118 (e)(3)* | * Dated agenda from staff professional development
* Dated meeting minutes
* Staff surveys
* Documentation of staff attendance
* Copy of professional development materials
* Evidence of how staff implements professional development activities/staff assignments
 |  |
|  | 1. The school shall 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)*  | * Dated meeting agendas
* Dated meeting minutes
* Dated sign– in sheets (indicating person’s role and/or title)
* Partnership contracts
* Letters of correspondence
* Notification of meetings
* Parent Resource Center information and checkout list
 |  |
|  | 1. The school shall 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.

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

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

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

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

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

*Section 1118 (e)(9)*(OPTIONAL) | * Dated agendas
* Dated meeting minutes
* Dated sign–in sheets
* Letters to parents
* Training materials, presentations
 |  |
|  | 1. The school may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, with parents who are unable to attend such conferences at school.

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

*Section 1118 (e)(11)*(OPTIONAL) | * Documentation outlining model approach
* Research materials
* Implementation evidence of model approaches with parents to increase parental involvement (activity sheets, emails, letters, parent feedback)
 |  |
|  | 1. The school may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs under this section.

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

*Section 1118 (e)(13)*(OPTIONAL) | * Log of phone calls to community–based business partners
* Letters to businesses/faith-based organizations
* Dated meeting agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Flyers and invitations
* Dated meeting minutes
* Signed partnership plans with dates
* Pictures of collaborative parent events
 |  |
|  | 1. Parents of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.

*Section 1118 (a)(3)(B)* | * Letters
* Parent surveys responses
* Flyers or invitations to meetings
* Dated meeting minutes
* Dated agendas
* Dated sign–in sheets (indicating person’s role and/or title)
* Record of parent feedback
* Expenditures for parent involvement
 |  |
|  | 1. The school shall provide full opportunities for the participation of parents with limited English proficiency, parents of migratory children, and parents with disabilities including providing information and school reports in a format, and to the extent practicable, in a language such parents understand.

*Section 1118 (g)* | * List of translators’ contact information
* Copy of flyers, newsletters or other correspondence to parents translated and/or in parent friendly language
* School communication with ESL, special education or migrant education program personnel
 |  |