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**Local Educational Agency (LEA)/District 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.

**LEA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTENT: *Jointly Developed***

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

* The policy shall be incorporated into the local educational agency's plan developed under section 1112, establish the agency's expectations for parent involvement, and describe how the agency will:
  + Involve parents in the joint development of the plan under Section 1112 and the process of school review and improvement under Section 1116.

*Section 1118(a)(2)(A)*

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

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| --- |
| **The LEA/District Parent Involvement Plan Describes:**   * How parents will be involved in the development of the Comprehensive LEA Improvement Plan (CLIP) * How parents will be involved in developing the Schoolwide Improvement/Title I Schoolwide Program/Title I Targeted Assistance Plan   *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: *Technical Assistance***

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

* 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.

*Section 1118(a)(2)(B)*

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

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| **Describes how the LEA will provide:**     * Coordination and support to all the Title I schools in the district * Technical assistance to all the Title I schools in the district * Other support necessary   to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance  *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 Evaluation***

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

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, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency (LEP), have limited literacy, or are of any racial or ethnic minority background; and
* Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies described in this section.

*Section 1118(a)(2)(E)*

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

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| **Describes how the LEA will:**   * Conduct an annual evaluation of the content and effectiveness of the District Parental Involvement Plan in improving the academic quality of the schools * Engage parents to participate in the annual evaluation * Identify barriers to greater participation by parents in activities, with particular attention to parents who are   + economically disadvantaged   + are disabled   + have limited English proficiency   + have limited literacy   + are of any racial or ethnic minority background * Provide parents with multiple ways to provide evaluation feedback on the District Parental Involvement Plan * Analyze the results of the annual evaluation * Use the findings to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies   *The annual evaluation may be conducted in conjunction with the Comprehensive LEA Improvement Plan (CLIP) process.*  *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: *Reservation of Funds***

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

* The school district will reserve not less than 1 percent of its Title I, Part A allocation for parental involvement, including promoting family literacy and parenting skills unless allocation is $500,000 or less) and the LEA will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

*Section 1118(a)(3)(A) and Section 1118(a)(3)(C)*

* 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)*

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

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| --- |
| **Describes how the LEA will:**   * Reserve not less than 1 percent of its Title I, Part A allocation for parental involvement, including promoting family literacy and parenting skills unless allocation is $500,000 or less * Ensure that not less than 95 percent of the one percent reserved goes directly to the schools * Involve parents of children receiving services under this part in the decisions regarding how funds reserved 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?**

* Coordinate and integrate parental involvement strategies under other programs, such as the Head Start program, Even Start program, the Parents as Teachers Program for Preschool Youngsters, and state-run preschool programs.

*Section 1118(a)(2)(D)*

* 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 District Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the LEA 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?**

* Build the schools’ and parents’ capacity for strong parental involvement as described in Subsection (e). *Section 1118(a)(2)(C)*
* The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or 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 District Parental Involvement Plan Include the Following Required Components?**

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| **Describes how the LEA will:**   * Provide assistance to parents of children served by the school district or 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?**

* Build the schools’ and parents’ capacity for strong parental involvement as described in Subsection (e). *Section 1118(a)(2)(C)*
* 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 District Parental Involvement Plan Include the Following Required Components?**

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| --- |
| **Describes how the LEA 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 districtwide parental involvement policy may include additional sections describing other discretionary activities that the district, in consultation with its parents, chooses to undertake to build capacity.*

**Did the District and Their Parents Choose to Include the Following Discretionary (Optional) Components in the District Parental Involvement Policy?**

* **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)*

* **District Parent Advisory Council:** Establish a districtwide 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 Local Educational Agency Parent Involvement Plan should reflect a revision date (month/date/year) as well as school year (school year example 2016–2017).

**What Types of Documentation Shows Evidence?**

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| --- |
| * Includes a revision date (month/day/year) prior to November 1st * Does not include multiple revision dates * Revision date is after parents provided input but before November 1st * Includes the school year (2016–2017) |

**INPUT**

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

* Develop jointly with, agree on with, and distribute to parents of children a written parental involvement policy. The policy shall be incorporated into the local educational agency’s (LEA) plan developed under Section 1112. *Section 1118(a)(2)*
* Involve parents in the joint development of the plan under Section 1112 and the process of school review and improvement under Section 1116. *Section 1118(a)(2)(A)*
* Involve parents in the activities of the schools served under this part.

*Section 1118(a)(2)(F)*

**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 district parental involvement plan.*   * Flyer * Email * Screenshot of webpage * Text message * Marquee * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Agenda   * District Parental Involvement Plan revision listed as a discussion topic * Date/Time (usually in the spring) before the revision date on the District 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 District 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 District Parental Involvement Plan * Summary of survey results |
| **Feedback Form**  *Feedback form must have a question or request for revisions to the District 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 State Requirements?**

* Distribute in multiple ways a copy of the LEA/District Parent Involvement Plan to parents and other stakeholder prior to November 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 District Parental Involvement Plan * Screenshot of school social media with a link to the District Parental Involvement Plan * Annual Title I meeting documentation to include invitations, agenda, sign in sheets, and minutes, or PowerPoint indicating distribution of the District Parental Involvement Plan * Picture of District Parental Involvement Plan in the Parent Resource Center or the front office * Signed and dated teacher dissemination statement indicating that the District 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |