**School-Level**

# **Parental Involvement Plan/Policy**

**Traditional Template**

***NOTE TO SCHOOLS:*** *Schools, in consultation with parents, may use the sample template below as a framework for the information to be included in their school parental involvement plan/policy. Schools are not required to follow this sample template or framework, but if they establish the school’s expectations for parental involvement and include all of the components listed under “Description of How School Will Implement Required School Parental Involvement Policy Components,” they will have incorporated the information that Section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA) requires to be in the school parental involvement plan/policy. Schools, 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. (This template is available as a downloadable Word document at* [*http://parents.gadoe.org*](http://parents.gadoe.org) *under the Title I, Part A Parental Involvement Compliance Document webpage.)*

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**School Parental Involvement Policy**

***[Insert School Name]***

***[School Year XXXX - XXXX]***

***[Insert Revision Date MM/DD/YYYY]***

In support of strengthening student academic achievement, **[Insert name of school]** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school’s expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The **[Insert school name]** agrees to implement the following requirements as outlined by Section 1118:

* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, 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) of the Elementary and Secondary Education Act of 1965 (ESEA).
* Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
* Provide full opportunities, to the extent practicable, 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, including alternative formats upon request and, to the extent practicable, in a language parents understand.
* If the schoolwide program plan under Section 1114(b)(2) of the ESEA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
* Be governed by the following statutory definition of parental involvement and 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) Parents play an integral role in assisting their child’s learning

(B) Parents are encouraged to be actively involved in their child’s education at school

(C) 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) Other activities are carried out, such as those described in Section 1118 of the ESEA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

***NOTE TO SCHOOLS:*** *The school parental involvement policy must include a description of how the school will implement or accomplish each of the following components [Section 1118(b)(1) of ESEA]. This is a sample template, as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included to satisfy statutory requirements.*

**JOINTLY DEVELOPED**

**[Insert school name]** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*(Describe/List how parents will be involved in the development of the school parental involvement policy and how parents will be involved in the planning, review, and improvement of parental involvement programs.*

**ANNUAL TITLE I MEETING**

**[Insert school name]** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

*(Describe/List when the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved.*

**COMMUNICATIONS**

**[Insert school name]** will take the following actions to provide parents of participating children the following:

* Timely information about the Title I programs
* Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.
* Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

*(Describe/List how the parental involvement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

**SCHOOL-PARENT COMPACT**

**[Insert school name]** will take the following actions to jointly develop with parents of participating children 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.

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

**RESERVATION OF FUNDS**

**[Insert school name]** will take the following actions to 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 by:

*(Describe/List how the school will share with parents the budget for parental involvement activities and programs and how parents will be involved in providing input into how the funds are used.)*

**COORDINATION OF SERVICES**

**[Insert school name]** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, 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:

*(Describe/List how the district will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

**BUILDING CAPACITY OF PARENTS**

**[Insert school name]** will build the parents’ capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

* Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
* Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
* Providing assistance to parents of participating children, 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 academic assessments including alternate assessments.
  + The requirements of Title I, Part A.
  + How to monitor their child’s progress.
  + How to work with educators.

*(Describe/List activities, such as workshops, conferences, classes, online resources, and any equipment or other materials that may be necessary to support parents in helping their student’s academic success.)*

**BUILDING CAPACITY OF SCHOOL STAFF**

**[Insert school name]** will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, 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 the school by:

*(Describe/List activities such as workshops, conferences, trainings, webinars, and online resources that will be used with school staff to build their capacity to work with parents as equal partners.)*

**[Insert school name]** will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

*(Describe/List actions the school will take to provide other reasonable support for parental involvement activities.)*

**DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

***NOTE TO SCHOOLS:*** *The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under Section 1118(e) of the ESEA.*

*Indicate which of the following discretionary (optional) school parental involvement policy components the school will implement to improve parental involvement:*

* Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
* Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
* Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
* Train parents to enhance the involvement of other parents.
* To maximize parental involvement and participation in their child’s education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
* Adopt and implement model approaches to improving parental involvement
* Establish a schoolwide Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs.
* Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

***NOTE TO THE SCHOOLS****: Describe how each discretionary item checked above will be implemented.*