

# Georgia Department of Education Templates for LEAs

## Check-List for School-Level Parental Involvement Policy (With Sample Documentation)

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

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

Met	Not Met	NA	Indicator	Notes
( )	( )	( )	1. Develop jointly with, and distribute to, parents of participating children a written policy describing implementation of the requirements in a language that is simple, concise and jargon-free and updated periodically to meet the changing needs of parents and the school. The policy shall be made available to the local community.	Parent Policy Copies of Correspondences to Parents Parent Surveys Dated Agenda Sign-in Sheet (indicating person's role or title) Minutes of Meeting, Calendar Stating Distribution Date Student Handbook
( )	( )	( )	2. Convene an annual meeting, at a convenient time, to ensure that all parents of participating children shall be invited and encouraged to attend. The meeting will be another tool used to inform parents of their school's participation under Title I and to explain Title I, its requirements, and their right to be involved.	Student Handbook Calendar Newsletter, Flyer Announcements Dated Agenda and Sign-in Sheets (indicating parent and child's name)
( )	( )	( )	3. Offer meetings using a flexible schedule, such as meetings in the morning or evening. The cost may be offset with Title I funds to pay for transportation, childcare, or home visits, as long as such services relate to parental involvement to eliminate parent involvement barriers.	Dated Agendas and Sign -in Sheets Flyers Calendar Newsletters Records of Expenditure or Funds for Transportation and/or Childcare

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( )	( )	( )	4. Involve parents, in an organized, ongoing, and timely way, in the planning, reviewing, and improvement of programs under Title I, including the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and designing of its programs, the school may use that process; if such a process includes an adequate representation of parents of participating children.	Parent Letters and Surveys Dated Agendas, Sign-in Sheets (indicating person's role or title) and Minutes
( )	( )	( )	5. Provide parents of participating students timely information concerning:	Copies of Parent Comments
( )	( )	( )	a. Title I programs in the school.	
( )	( )	( )	b. Results of the annual school review including school performance profiles.	
( )	( )	( )	c. Individual student assessment results and interpretation of those results.	
( )	( )	( )	d. A description and explanation of the school curriculum.	
( )	( )	( )	e. The assessments used to measure student progress and the proficiency levels the students are expected to meet.	
( )	( )	( )	f. Opportunities for regular meetings to formulate suggestions, share experiences with other parents and participate as appropriate in decisions relating to the education of their children.	
( )	( )	( )	g. Provide timely responses to parent suggestions.	
( )	( )	( )	h. Collect all unsatisfactory parent comments regarding the Schoolwide Plan and	
( )	( )	( )		

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			i. Attach those comments to the Schoolwide Plan when submitted to a Local Education Agency (LEA).	
( )	( )	( )	6. Provide assistance to participating parents in such areas as understanding the:	Newspaper Articles and/or Media Announcements (In Parent's Native Language)
( )	( )	( )	a. National Education Goals.	• Calendar
( )	( )	( )	b. State's content standards and student performance standards.	• Schedules of Parent Education Activities Training /Classes/ In-service
( )	( )	( )	c. School improvement and corrective action process if applicable.	• Newsletters
( )	( )	( )	d. Components of a schoolwide program if applicable.	• Flyers, Letters
( )	( )	( )	e. Components of a targeted assistance school program if applicable.	• Announcements
( )	( )	( )	f. State and local assessments.	• Copies of Handouts
( )	( )	( )	g. Requirements of Title I, Part A	• Student Handbooks
( )	( )	( )	h. Ways parents can monitor their children's progress and work with educators to improve the performance of their children.	• Student Agendas or Planners
( )	( )	( )	i. Ways parents can participate in decisions relating to the education of their children.	• Parent Handbooks
				• Dated Agendas
				• Sign-in Sheets from Parent Education Activities (indicating person's role or title)
				• Copies of Evaluation Forms
				• List of Materials for Meetings

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Met Not Met NA	Indicator	Notes
( ) ( ) ( )  ( ) ( ) ( )	7. Provide materials and training such as: <ul style="list-style-type: none"> <li>a. Coordinating necessary literacy training and using technology from other sources to help parents work with their children to improve their children's achievement.</li> <li>b. Training to help parents work with their children to improve their children's achievement.</li> </ul>	Parent Enrollment Dates and Parent Placement in Programs Same as #6
( ) ( ) ( )	8. 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.	Staff Orientation Dated Agenda Dated Minutes Staff Surveys Documentation of Staff Attendance Same as #6
( ) ( ) ( )	9. Coordinate and integrate parent involvement programs, activities and strategies with Title I-B, Migrant, Title I-C, Homeless, Vocational Education, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, Public Preschool Programs, and other programs, to the extent feasible and appropriate.	Copies of Partnership Plans, Dated Agendas, Coordinated Activities, & Sign- in Sheets (indicating person's role and title)

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( ) ( ) ( )	10. Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including providing information about opportunities for organizations and businesses to work with parents and schools, and encouraging the formation of partnerships between elementary, middle, and secondary schools and local businesses that include a role for parents.	Log of Calls to Community-Based Businesses Letters to Businesses Dated Agenda, Dated Sign-In Sheets (indicating person's role and title) Minutes from Meeting Signed Partners Plans
( ) ( ) ( )	11. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues beginning at the birth of a child, that are designed to help parents become full partners in the education of their children.	Calendar Handbook Newsletters Dated Agendas Dated Sign-in Sheets Flyers, Announcements
( ) ( ) ( )	12. Involve parents in an ongoing and end of year assessment to evaluate the effectiveness of the parent involvement initiatives as a measure of performance evaluations of the school.	Copies of Parents Evaluations Surveys Dated Agenda, Sign-in Sheets (indicating person's role or title), Minutes/ Documentation of recommendations and revisions

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Met Not Met NA	Indicator	Notes
( ) ( ) ( )	13. To the extent practicable, provide full opportunities for the participation of Limited English Proficiency (LEP) parents, parents of migratory children, and parents with disabilities including providing school profiles and information related to school and parent programs, meetings, and other activities in a language and format such parents understand.	Home Visitation Forms with Dates, Purpose and Results List of Translators Contacts/ Resources Copies of Translated <ul style="list-style-type: none"> <li>• Letters</li> <li>• Newsletters</li> <li>• Handbooks</li> <li>• Compacts</li> <li>• Flyers</li> <li>• Other Parent Outreach Methods</li> </ul>
( ) ( ) ( ) <b>OPTIONAL</b>	14. Involve parents in the development of training for teachers, principals, educators to improve effectiveness.	Schedule of Training Letters, Flyers, Announcements Student Handbooks, Student Dated Planners Dated Agendas Dated Sign-in Sheets Documentation of Staff Attendance
( ) ( ) ( ) <b>OPTIONAL</b>	15. Train parents to enhance the involvement of other parents.	Schedule of Training Letters, Flyers, Announcements Student Handbooks, Student Agendas or Planners Dated Agendas Dated Sign-in Sheets
( ) ( ) ( ) <b>OPTIONAL</b>	16. Adopt and implement model approaches to improving parental involvement.	Indicate Model
( ) ( ) ( )	17. Provide other reasonable support for parental involvement activities as parents may request.	Parent Surveys

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( ) ( ) ( )	18. Involve parents in the joint development of the school-parent compact that outlines how parents will be responsible for supporting student learning.	Letters to Parents Dated Meeting Agenda Dated Sign-in Sheets (indicating persons title and role)
( ) ( ) ( )	19. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student performance standards.	Copy of Compact
( ) ( ) ( )	20. Explain the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.	Same as # 19

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<p>( ) ( ) ( )</p> <p>( ) ( ) ( )</p> <p>( ) ( ) ( )</p>	<p>21. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum —</p> <p style="padding-left: 40px;">a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement.</p> <p style="padding-left: 40px;">b. Frequent reports to parents on their children's progress.</p> <p style="padding-left: 40px;">c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.</p>	<p>Same as #19</p>

Comments: \_\_\_\_\_

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Signature of School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of LEA Coordinator

\_\_\_\_\_  
Date

**Georgia Department of Education  
Templates for LEAs**

**School-Level Parental Involvement Policy  
(Template)**

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**School:** \_\_\_\_\_  
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( )	( )	( )	2. Convene an annual meeting, at a convenient time, to ensure that all parents of participating children shall be invited and encouraged to attend. The meeting will be another tool used to inform parents of their school's participation under Title I and to explain Title I, its requirements, and their right to be involved.	
( )	( )	( )	3. Offer meetings using a flexible schedule, such as meetings in the morning or evening. The cost may be offset with Title I funds to pay for transportation, childcare, or home visits, as long as such services relate to parental involvement to eliminate parent involvement barriers.	

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( )	( )	( )	5. Provide parents of participating students timely information concerning:	
( )	( )	( )	a. Title I programs in the school.	
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( )	( )	( )	j. Requirements of Title I, Part A	
( )	( )	( )	k. Ways parents can monitor their children's progress and work with educators to improve the performance of their children.	
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( )	( )	( )	8. Educate teachers, pupil services	

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	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.	
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Comments: \_\_\_\_\_

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\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of LEA Coordinator

\_\_\_\_\_  
Date