

The background of the entire image is a close-up, high-contrast photograph of the American flag. The red and white stripes are prominent, flowing diagonally across the frame. The blue field with white stars is visible in the lower-left corner. The lighting creates a sense of depth and texture in the fabric of the flag.

# **DEVELOPING A WRITTEN PARENTAL INVOLVEMENT POLICY**



## What the Law Says...

According to Public Law 107-110, Section 1118, schools receiving Title I, Part A funds are REQUIRED to develop jointly with, agree upon, and distribute to, parents of participating children a written parental involvement policy.

## What is a Written Parental Involvement Policy?

A written parental involvement policy explains how the school district or the school campus supports the important role of parents in the education of their children. Every school district that receives Title I, Part A funds must have a written parental involvement policy. The same is required for every campus that receives Title I, Part A funds.

## Additional Online Resources

Provided below is a list of resources available on our website to assist in developing an effective written parental involvement policy. To view these resources go to [www.esc16.net](http://www.esc16.net), scroll down and click on the Statewide Initiative icon, then click on compliance (on the left side menu), then click on Policy.

### ***Policy Checklists***

- District
- Campus

### ***Statute***

- Parental Involvement Policies - Public Law 107-110, Section 1118
- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies (Policy and Compact)
- School-Parent Compact

### ***Policy Guidance***

- Title I, Part A: Improving Basic Programs

### ***USDE Templates***

- District Parental Involvement Policy
- Campus Parental Involvement Policy

### ***Sample Policies***

- District
- Campus

### ***Parental Involvement Policy FAQ***

### ***Parents Ask About Parent Involvement Policies***

### ***PowerPoints***

- Comprehensive Needs Assessment
- Basic Elements of Parental Involvement Policy



# DEVELOPING A WRITTEN PARENTAL INVOLVEMENT POLICY

## DISTRICT TITLE I, PART A WRITTEN PARENTAL INVOLVEMENT POLICY CHECKLIST

<b>District Name:</b>		<b>District Title I Contact:</b>		<b>Date:</b>
<p><i>All school districts receiving Title I, Part A funds are required under Section 1118(a)(2) of the No Child Left Behind Act (NCLB) to develop a written parent involvement policy for the school district that establishes the district's expectations and specifically describes how the district will meet the required components of the policy.</i></p>				
<b>Evidence that the district written parental involvement policy [Section 1118 (a)(2)]</b>				
<input type="checkbox"/>	was jointly developed with parents (sign in sheet, agenda, minutes)	<input type="checkbox"/>	will be annually reviewed and revised as necessary	
<input type="checkbox"/>	was distributed to parents of participating children, to the extent practicable, in a format and language parents can understand			
<input type="checkbox"/>	was incorporated into schoolwide plan/district improvement plan			
*	<i>The above items are generally monitored through compliance reports and desk audits.</i>			
<b>DISTRICT POLICY REQUIREMENTS</b> [Section 1118(a)(1)(3)]: <i>The parent involvement policy states <u>how</u> the district...</i>		<b>YES</b> indicates evidence of the policy requirement and a description of how the activity will be implemented.	<b>Note Location in Policy:</b>	
1. <b>will involve</b> parents in the joint development of the Title I program plan, including the P.I. Policy (Section 1112) and the process of school review and improvement (Section 1116)		<input type="checkbox"/> yes <input type="checkbox"/> no		
2. <b>will provide</b> the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance		<input type="checkbox"/> yes <input type="checkbox"/> no		
3. <b>will build</b> the schools' and parents' capacity for strong parental involvement as described in subsection (e) (See Required Policy Activities - Building Capacity for Involvement, page 6.)		<input type="checkbox"/> yes <input type="checkbox"/> no		
4. <b>will coordinate</b> and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program and early reading programs, etc.		<input type="checkbox"/> yes <input type="checkbox"/> no		
5. <b>will conduct</b> with parents an <b>annual evaluation</b> of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served under this part, including- <i>(The following language is from the guidance and broken down into bullets to ensure the items are addressed.)</i>		<input type="checkbox"/> yes <input type="checkbox"/> no		
5.1 <b>identify</b> barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)		<input type="checkbox"/> yes <input type="checkbox"/> no		
5.2 <b>use</b> the findings of the evaluation to design strategies for more effective parent involvement		<input type="checkbox"/> yes <input type="checkbox"/> no		
5.3 <b>revise</b> parent involvement policy/procedures as necessary		<input type="checkbox"/> yes <input type="checkbox"/> no		

<b>ADDITIONAL DISTRICT EXPECTATIONS</b> <i>The following items are also required but do not necessarily need to be addressed in the district policy.</i>	<b>YES</b> indicates evidence of the policy requirement and a description of how the activity will be implemented.	<b>Note Existing Documentation:</b>
A. The district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs. Those programs, activities, and procedures will be planned and implemented with meaningful consultation with parents of participating children. [Section 1118(a)(1)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. The district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parent involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.) [Section 1118(a)(3)(A,B,C)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. The district will inform parents and parent organizations of the purpose and existence of parent information and resources[Section 1118(g)]	<input type="checkbox"/> yes <input type="checkbox"/> no	
D. Districts that receive less than \$5000,000 must carry out the requirements of parent involvement under NCLB, but they aren't required to reserve any specific amount from their Title I, Part A allocation to do so. [Section 1118(a)(3)}	<input type="checkbox"/> yes <input type="checkbox"/> no not applicable (if receive less than \$5000,000)	

Notes:

## CAMPUS TITLE I, PART A WRITTEN PARENTAL INVOLVEMENT POLICY CHECKLIST

<b>School Name:</b>	<b>Date of Distribution to Parents:</b>
<b>District Name:</b>	<b>Title I Contact:</b>

*The Title I, Part A Parent Involvement section of the No Child Left Behind Act (NCLB) requires each Title I School to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I, Part A children.*

### Evidence that the school parent involvement policy [Section 1118(b)(1)-(4)]

<input type="checkbox"/>	was jointly developed with parents (sign in sheet, agenda, minutes)	<input type="checkbox"/>	will be annually reviewed and revised as necessary
<input type="checkbox"/>	was distributed to parents of participating children, to the extent practicable, in a format and language parents can understand		
<input type="checkbox"/>	was provided to the local community		
*	<i>The above items are generally monitored through compliance reports and desk audits.</i>		

### CAMPUS POLICY REQUIREMENTS [Section 1118(c)(1)(2)(3)(4)(5)]:

*The parent involvement policy states how the district...*

YES  
indicates evidence of the  
policy requirement and a  
description of how the activity  
will be implemented.

Note Location in Policy:

	1. <b><i>will convene an annual meeting</i></b> , 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
	2. <b><i>will offer a flexible number</i></b> of meetings, such as meetings in the morning or evening	<input type="checkbox"/> yes <input type="checkbox"/> no	
	3. <b><i>will involve parents, in an organized</i></b> , ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent involvement policy and:	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.1	<b><i>will jointly develop 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</i></b>	<input type="checkbox"/> yes <input type="checkbox"/> no	
	4. <b><i>will provide parents of participating children—</i></b>		
4.1	<b><i>timely information</i></b> about programs under this part		
4.2	<b><i>a description and explanation</i></b> 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.3	<b><i>if requested by parents</i></b> , 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	<input type="checkbox"/> yes <input type="checkbox"/> no	

CAMPUS POLICY REQUIREMENTS CONTINUED The parent involvement policy states <u>how</u> the district...		YES indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
5. <i>if the schoolwide program plan</i> under section 1114(b)(2) 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 district		<input type="checkbox"/> yes <input type="checkbox"/> no	
6. <b>SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT</b> - As a component of the school-level parental involvement policy, 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 academic standards [Section 1118(d)]		<input type="checkbox"/> yes <input type="checkbox"/> no	
Such Compact Shall-			
6.1	Describe the schools responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.1.1	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	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.1.2	Ways in which parents will participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2	Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum-	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.1	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	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.2	Frequent Reports to parents on their children's progress	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.3	Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities	<input type="checkbox"/> yes <input type="checkbox"/> no	
7. The campus <b>will build</b> the school's and parents' capacity for strong parental involvement as described in subsection (e) (See Required Policy Activities - Building Capacity for Involvement, page 6.)		<input type="checkbox"/> yes <input type="checkbox"/> no	

Notes:



<b>REQUIRED POLICY ACTIVITIES:</b> <b>BUILDING CAPACITY FOR INVOLVEMENT</b> - To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part [Section 1118 (e)(1)-(5),(14)]	YES indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Existing Documentation:
A. <b>will assist parents</b> of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. <b>will provide materials and training</b> to help parents work with their children, such as literacy training and using technology	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. <b>will educate teachers, pupil services personnel</b> , 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 parents and the school	<input type="checkbox"/> yes <input type="checkbox"/> no	
D. <b>will, to the extent feasible and appropriate, coordinate</b> and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, early reading programs, etc.	<input type="checkbox"/> yes <input type="checkbox"/> no	
E. <b>will ensure that information related to</b> 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
F. <b>will provide reasonable support</b> for parental involvement activities	<input type="checkbox"/> yes <input type="checkbox"/> no	
<b>OPTIONAL POLICY ACTIVITIES:</b> <b>BUILDING CAPACITY FOR INVOLVEMENT</b> - To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part [Section 1118(e)(6)-(13)]	YES indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Existing Documentation:
A. <b>may</b> involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. <b>may</b> 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. <b>may</b> 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
D. <b>may</b> train parents to enhance the involvement of other parents	<input type="checkbox"/> yes <input type="checkbox"/> no	
E. <b>may</b> 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 such conferences at school, in order to maximize parental involvement and participation	<input type="checkbox"/> yes <input type="checkbox"/> no	



F. <b>may</b> adopt and implement model approaches to improving parental involvement	<input type="checkbox"/> yes <input type="checkbox"/> no	
G. <b>may</b> establish a districtwide parent advisory council to provide advice on all matters related to parental involvement	<input type="checkbox"/> yes <input type="checkbox"/> no	
H. <b>may</b> develop appropriate roles for community-based organizations and businesses in parental involvement activities	<input type="checkbox"/> yes <input type="checkbox"/> no	



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