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Parental Involvement:



Targeted Assistance and Schoolwide Programs Requirements in Title I

Requirements for...
The Parental Involvement Policy

In support of strengthening student academic achievement, each district and school that receives Title I, Part A funds or services must develop jointly with, agree on with, and distribute to, parents of participating children, written parental involvement policies that contain information required by the Elementary and Secondary Education Act (ESEA). These policies establish the district's and school's expectations for parental involvement, describes how the district and school will implement a number of specific parental involvement activities, and is incorporated into the district's plan submitted to the Federal Title Programs office.

Personnel have the option of writing a separate District Parental Involvement Policy and a separate School Parental Involvement Policy or combining the two into a District-School Parental Involvement Policy. Each of these policies is outlined below.

The District Parental Involvement Policy

School districts, in consultation with parents, should use the sample template provided by the Federal Title Programs office as a framework for the information to be included in their parental involvement policy. School districts must follow this sample template or framework to establish the district's expectation for parental involvement and ensure all of the components have been incorporated. School districts, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions that will support effective parental involvement and strengthen academic achievement.

The template for the District Parental Involvement Policy is available at www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm.

The School Parental Involvement Policy

Schools, in consultation with parents, should use the sample template as a framework for the information to be included in their parental involvement policy. Schools must follow this sample template or framework to establish the school's expectation for parental involvement and ensure all of the components have been incorporated. Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions that will support effective parental involvement and strengthen student academic achievement. The school policy must include such information as the parent-school compact, annual parent meeting, annual assessment of parental involvement, etc.

The template for the School Parental Involvement Policy is available at www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm.

The District-School Parental Involvement Policy

The School Parental Involvement Policy and the District Parental Involvement Policy are generally two separate documents; however, for small districts, the components for the district and school policies may be addressed in either one policy (district/school policy) or two policies (district policy and school policy). If your district/school plans to combine all the requirements of both the district policy and school policy into one policy, make sure all required components of the district policy and school policy are included.

Districts/schools planning to combine the policies into one policy, in consultation with parents, should use the sample template as a framework for the information to be included in their district-school parental involvement policy. Districts/schools must follow this sample template or framework to establish the district's/school's expectation for parental involvement and ensure all of the components have been incorporated. Districts/schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions that will support effective parental involvement and strengthen student academic achievement.

The template for the District-School Parental Involvement Policy is available at www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm.

Please keep the following points in mind regarding the District, School, and District-School Parental Involvement Policies:

- Each year, you must **update** the policy and **document** how you distributed the policy to parents.
- Are parents given an equal opportunity to input their ideas? Are they a part of the creation of the policy, or do you just show them the final product?
- Do you ask parents to evaluate the policy's effectiveness each year?
- Do you ask parents to apply their evaluation to the past school year and what actually happened in their particular family?

Requirements for... **The School-Parent Compact**

Each school that receives Title I, Part A funds or services must develop jointly with, agree on with, and distribute to, parents of participating children a written School-Parent Compact that contains information required by the Elementary and Secondary Education Act (ESEA). This compact is actually part of the School Parental Involvement Policy. The compact must outline how parents and the school staff 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.

The template for the School-Parent Compact is available at www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm.

Below are a few things to keep in mind regarding the School-Parent Compact:

- This cannot just be a verbal agreement. You must have a copy on file and documentation of how it was distributed. (Signatures on the compact are optional).
- How do you measure its worth? How are parents involved in this process?
- Are there elements of how parents can enhance learning at home? Do parents agree or actually follow through with these ideas? Do you ask why if they do not agree? Do you ask for ideas on what they believe works?

Requirements for... **Assessing Parental Involvement**

At the end of each school year, the Title I program must assess the involvement of parents in their Title I program. This assessment method must be documented so that it is available for review. Often, Title I teachers/coordinators choose to meet this requirement by administering a survey to Title I parents that asks them to review the parental involvement plan and share how effective and realistic the plan was in its implementation.

Below are a few things to keep in mind regarding the Assessment of Parental Involvement:

- How you assess the parental involvement component is a local decision. Most often, it is a survey sent out to parents. The idea is to give parents a chance to voice their feelings by asking them, "How did we do?"
- Do you discuss the assessment results with parents? Or do you, for example, just read what the parents have said and do as you wish?
- Do parents play an equal role in assessing their involvement?
- For further information see: www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm

Requirements for... **The Annual Parent Meeting**

Each year, Title I programs are required to host a meeting for parents to explain what the Title I program is and how parents can become involved in the Title I program. (This is different from the Annual Review meeting, which is also a requirement). At this meeting, the following issues must be addressed:

- Explain their school's participation in Title I (whether they are schoolwide or targeted)
- Explain the Title I requirements (schoolwide or targeted, whichever is applicable)
- Explain what participation in Title I programming means, including:
 - A description and explanation of the school's curriculum;
 - Information on the forms of academic assessment used to measure student progress; and
 - Information on the proficiency levels students are expected to meet.
- Explain the district parental involvement policy, school parental involvement policy, and school-parent compact.
- Explain the right of parents to become involved in the school's programs and ways to do so.
- Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible.

In order to keep parents informed, schools must invite all parents of children participating in Title I Part A programs and encourage them to attend. In a schoolwide program, this means ALL parents should be invited; in a targeted assistance program, just those parents with children participating in Title I should be invited. Schools must also offer a flexible number of additional parental involvement meetings, such as in the morning or evening so that as many parents as possible are able to attend.

You must be able to document this meeting with minutes, agendas, sign-in sheets, etc. You may want to do more than the law requires for this meeting, especially if you often have problems with attendance.

Below are a few things to keep in mind regarding the Annual Parent Meeting:

- This can be an introduction to the Title I program, a workshop, a welcome night, etc.; the format is up to you. Preferably, this meeting occurs at the beginning or in the fall of the school year.
- This meeting, whatever form it takes, must be documented with minutes.
- Is there two-way communication at this meeting, or is it the teacher/administrator giving information to parents about the program?
- Do you involve parents in the agenda? Do you try to get ideas from them on what this meeting should involve?
- For further information see: www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm

Requirements for...

Providing Opportunities for Training Parents

The Title I program should provide parents with opportunities to become partners with the school in promoting the education of the child at school and at home. This should include information about specific methods parents can use at home to complement their child's education.

Below are a few things to keep in mind regarding the Opportunities to Train Parents:

- This requirement could be evidenced by parent training sessions or workshops, copies of handouts and/or newsletters distributed to parents, and examples of information exchanged at parent-teacher conferences.
- For further information see: www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm

Parental Involvement and...

The Annual Review Meeting

Each year, schools must hold a meeting to review their entire Title I program. This meeting typically takes place in the spring of the school year. Therefore, if there are programmatic changes to be made, they can be implemented the subsequent school year. Questions to be considered include: "What worked well this year?" and "What changes would we like to make for next year?"

Below are a few things to keep in mind regarding the Annual Review Meeting:

- It is not required that parents attend the Annual Review Meeting.
- You must inform parents of the results of this meeting.
- For further information see: www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm

Requirements for...

Informing Parents of Student Eligibility

Targeted assistance Title I programs must inform parents that their child is eligible to receive Title I services. This notification must be sent home on an annual basis. Parents must be given the opportunity to decline services if they so choose.

Below are a few things to keep in mind regarding informing parents of student eligibility:

- Documentation of parent notification for eligibility must be maintained.
- Be sure to retain copies of parent permission signatures, especially if parents decline services.

- For further information see: www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm

Requirements for...
Informing Parents of Student Progress

Parents must be kept informed of their child's progress. In targeted assistance programs, some type of progress report must be sent home to the parents to show their child's progress with Title I services. This report may be sent home during conferences, with other report cards, or any other time a Title I teacher wishes. It is very helpful to send suggestions as to how parents can help their child with skills and areas in which the child may be struggling.

Below are a few things to keep in mind regarding informing parents of student progress:

- The method used to notify parents must be documented.
- This notification must be disseminated at least twice a year, ideally more often.
- The notification must contain assessment results from at least three different assessments in the various areas the child receives Title I services. For instance, if a child receives services in reading and math, three reading and three math assessment results must be documented.
- For further information see: www.dpi.state.nd.us/title1/targeted/require/assess/index.shtm

Requirements Added by the No Child Left Behind Act



Requirements for... **Parents' Right to Know Clause**

The *No Child Left Behind* Act requires districts receiving Title I funds to notify parents of each student attending a Title I building that they, as parents, may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. This notification must be disseminated at the start of each school year. Also, if parents request this information, the school must provide the response in an easily understandable format.

Below are a few things to keep in mind regarding the Parents' Right to Know Clause:

- This notification must occur annually.
- This notification must be disseminated at the start of the school year.
- The method used to notify parents must be documented.
- Schools must have the information regarding staff qualifications ready to distribute to parents upon request.
- For further information see:
www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm

Requirements for... **Students Being Taught by "Highly Qualified" Staff Provision**

The *No Child Left Behind* Act requires schools to notify parents if students are taught four weeks or more by a teacher that is not a "highly qualified" teacher.

- For further information see:
www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm

Requirements for... **School Report Cards**

The *No Child Left Behind* Act requires the state to prepare annual reports for parents and the public on the academic achievement of all public school districts and schools in the state. Notification must be disseminated to parents in January of each year that this information is available for their review.

- For further information see:
www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm

Requirements for... **Adequate Yearly Progress Reports**

The *No Child Left Behind* Act requires all districts and school buildings that are receiving Title I funds, and those that do not receive Title I funds, to notify parents regarding the results of the district and school Adequate Yearly Progress (AYP) report before the first day of school each fall. These reports are created annually by the Department of Public Instruction and are based on the results of the North Dakota State Assessment.

Below are a few things to keep in mind regarding the Adequate Yearly Progress reports:

- This notification must occur annually.
- This notification applies to both Title I and non-Title I districts and schools.
- This notification must be disseminated as soon as possible after the AYP reports are officially released.
- The method used to notify parents must be documented.
- If a district or school has been identified for program improvement, additional requirements must be included in this notification.
- For further information see:
www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm

Requirements for... **LEP Parent Notification**

The *No Child Left Behind* Act requires schools to notify parents if their child is placed in a program for LEP students.

- For further information see: www.dpi.state.nd.us/bilingul/index.shtm