

# TEMPLATE FOR DEVELOPING YOUR OWN DISTRICT POLICY

File: KBA

***NOTE: This sample policy is a template only. The district and parents of students participating in Title I programs must meet, discuss and jointly develop the content of this policy to cover the specific legal requirements mentioned below. PARENTS MUST BE INVOLVED IN DEVELOPING THE DESCRIPTIONS TO BE INSERTED IN THE BLANK LINES.***

## District Title I Parent Involvement

Pursuant to federal law, the district and the parents of students participating in Title I district programs have jointly developed the following parent involvement policy. The policy shall be implemented by the superintendent or designee according to the timeline set forth in the policy and incorporated into the district's Title I plan.

### Involvement with Title I planning

The district shall hold an annual meeting for parents of students in Title I programs, as well as school Title I staff, principals of schools receiving Title I funds and other interested persons to discuss the Title I program plan, review implementation of the Title I plan, discuss how Title I funds allotted for parent involvement activities shall be used, and invite suggestions for improvement.

### District support for parent involvement

The district shall provide coordination, technical assistance and other support necessary to assist participating schools in building the capacity for strong parent involvement to improve student academic achievement and school performance.

This coordination, assistance and support shall include: ***[insert here a jointly developed description of support for parent involvement the district will provide.]***

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*[Some ideas for support might include:*

- *designation of a District Parent Involvement Coordinator*

- *creation of a District Parent Advisory Council to provide advice on all matters related to parent involvement in programs supported by Title I funds*
- *development of district protocols for appropriate roles for community based organizations and businesses in parent involvement activities*
- *adoption of district model approaches to improving parent involvement at the school level*
- *allocating district resources to parent involvement activities, beyond minimum legal requirements*
- *designating other district support for parent and teacher development and training*
- *requiring a Parent Involvement Coordinator at each Title I school]*

The district, with the assistance of parents, shall develop and implement a district professional development plan to enhance the skills of teachers, pupil services personnel, principals and other staff in:

- the value and utility of contributions of parents
- how to reach out to, communicate with, and work with parents as equal partners
- implementing and coordinating parent programs
- building ties between parents and the school

*[Though the professional development plan does not need to appear in policy, it must be developed and implemented by the district with parent input.]*

### **Coordination of parent involvement activities with other district programs**

The district shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and district 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 students. ***[Insert here a jointly developed description of how the district will accomplish this. This might include requiring quarterly meetings of staff involved in these programs, coordination of written materials to parents regarding these programs, etc.]***

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**Student learning**

The district shall coordinate and integrate Title I parental involvement strategies with those of other educational programs in the district. The purpose of this coordination shall be to improve the academic quality of the schools served, including identifying barriers

to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

***[Insert here a jointly developed description of how the district will accomplish this. The specifics of this description will depend heavily on the specific barriers being experienced by parents in your district.]***

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The district shall provide to parents, as appropriate, information to help them understand the state’s academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor students’ academic progress and how to work with school staff to improve the achievement of students. The district shall develop written materials and training for staff to help parents work with students to improve student achievement.

***[Insert here a jointly developed description of how the district will accomplish this. The district could provide support for school-level training for parents in literacy, using technology, and other areas that will foster parental involvement.]***

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### **School-based parent involvement activities**

***[Insert here a jointly developed description of how parents will be encouraged to become involved in the activities of schools with Title I programs.]***

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*[There are many resources you can access to help provide researched-based ideas on parent involvement, including a toolkit developed by CDE in collaboration with many Colorado education organizations. One of the best resources referenced in the toolkit is the parent involvement framework developed by Joyce Epstein and colleagues in 1997 and subsequently translated into standards by the National Parent Teacher Association. The standards are as follows:*

- *Communicating – communication between home and school is regular, two-way and meaningful*
- *Parenting – parenting skills are promoted and supported*
- *Student learning – parents play an integral role in assisting student learning*
- *Volunteering – parents are welcome in the school, and their support and assistance are sought*
- *School decision making and advocacy – parents are full partners in the decisions that affect children and families*
- *Collaborating with the community – community resources are used to strengthen schools, families and student learning*

*These standards could be re-framed as expectations for how parents will be involved in activities at Title I schools.]*

### **Method of communicating with parents**

All information related to school and parent programs, meetings and other activities shall be sent to parents in a format and, to the extent practicable, in a language the parents can understand.

### **Annual evaluation**

The district shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy. Effectiveness shall be measured in part by improvements in student academic achievement and in school performance.

The evaluation shall specifically address barriers to greater participation by parents in activities authorized by law, particularly by parents who:

- are economically disadvantaged
- have disabilities
- have limited English proficiency
- have limited literacy
- are of any racial or ethnic minority background
- are parents of migratory children

The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, this policy.

The district shall provide such other reasonable support for parental involvement activities as parents may request.

### **Development of school-level Title I parent involvement policy**

Each school receiving Title I funds shall jointly develop with and distribute to parents of students participating in the Title I program (hereafter referred to as “parents”) a written School-Level Title I Parent Involvement Policy agreed upon by the parents in accordance with the requirements of federal law.

The policy shall contain a school-parent compact or agreement that outlines how parents, school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students. At a minimum, the compact shall include the provisions contained in the sample exhibit (KB-E-1) attached to this policy.

(Adoption date)

LEGAL REFS.: C.R.S. 22-7-101 through 22-7-107 (*Educational Accountability Act of 1971*) (*local accountability programs*)  
C.R.S. 22-7-407 (5) (*informing parents about standards-based education*)  
C.R.S. 22-11-201 (4)(b)(l) (*accreditation contract must bind district to administer community involvement, including processes for parents*)  
C.R.S. 22-30.5-109 (*publicity regarding educational options*)  
1 CCR 301-1, Rules 2202-R.2.01 (4)(j) (*accreditation contract must include goals and processes for informing and involving parents, families, community and accountability committees*)

- 20 U.S.C. §6301 et seq. (*No Child Left Behind Act of 2001*)
- Title I, Part A, Section 1118 (*Title I parent involvement requirements*)
  - Title I, Part A, Section 1114 (b)(1)(F) (*Schoolwide Reform Program must include strategies to increase parent involvement*)
  - Title I, Part A, Section 1115 (c)(1)(g) (*Targeted Assistance Program must include parent involvement strategies*)
  - Title I, Part A, Section 1116 (a)(1)(D) (*school districts' receiving Title I funds must review effectiveness of parent involvement actions and activities at schools*)
  - Title I, Part F, Section 1606 (a)(7) (*Comprehensive School Reform Grant Program parent involvement requirements*)
  - Title II, Part A, Section (a)(3)(B)(IV) (*preparing and training for highly qualified teachers and principals Grant Program parent involvement provisions*)
  - Title I, Part A, Section 1112 (g) (*parent involvement and notifications in districts using Title I funds to provide language instruction to limited English proficient students*)
  - Title I, Part C, Section 1304 (b)(3) (*parent involvement and notifications in districts using Title I funds for the education of migratory children*)
  - Title I, Part A, Section 1114 (b)(2) (*eligible school that desires to operate a schoolwide program must develop a comprehensive reform plan*)

CROSS REFS.: ADA, School District Goals and Objectives  
AE, Accountability/Commitment to Accomplishments  
AEA, Standards Based Education  
IA, Instructional Goals and Learning Objectives  
IHBIB, Primary/Preprimary Education  
IL, Evaluation of Instructional Program  
ILBA, District Program Assessment  
ILBB, State Program Assessments  
KD, Public Information and Communications