



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

NOTE: This example policy gives you the framework of what must be included in a school policy. Your school must fill in how you will fulfill each of the requirements and tailor this document to meet the unique needs of your population. **A generic policy that does not provide specifics to how the indicators are carried out is not acceptable.**

Title I Targeted Assistance School → parents of students participating in Title I
Schoolwide Program School → all parents

- A. Convene an annual meeting, 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 in Title I, Part A, and to explain the requirements of such, and the right of the parents to be involved.

(Describe when and where the annual meeting will be held.)

- B. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

(Describe how flexibility is provided.)

- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy.

(List Actions: How are parents involved in the review of the school parental involvement policy? When and where do these meetings take place? Describe how parent feedback is solicited regarding parental involvement activities.)

- D. Provide parents of participating children with:
- timely information about Title I, Part A programs;
 - a description and explanation 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; and
 - if requested by parents, 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 practically possible.

(List actions: How are parents provided with this information? Include school specific information regarding curriculum and forms of academic assessment.)

- E. Build the schools' and parents' capacity for strong parental involvement by:
- Provide assistance to parents in understanding the State's academic content and student achievement standards, how to monitor a child's progress, and work with educators to improve the achievement of their children.

(List actions: How is this assistance provided to parents? For example, family literacy night, parent/teacher conferences, school newsletters, etc.)



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- Provide materials and training to help parents to work with their children, such as literacy training and using technology to foster parental involvement.

(List actions: What specific trainings and materials does the school provide to parents?)

- Coordinate and integrate parent involvement programs and activities with Head Start and other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.

(List actions: How does the school coordinate with other programs that engage families?)

- Educate educators 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.

(List actions: How does the school encourage and provide PD for teachers on fostering partnerships with parents?)

- Ensure that information related to 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.

(List actions: Common languages, especially those that the IDOE provides, must be provided to families. To the extent practicable, the school shall provide additional languages. How does the school determine what languages materials need to be translated in, which shall include at least the second most populous language? How is the information distributed?)

F. Other reasonable support for parental involvement activities under section 1116, as parents may request

(List actions: Describe how parents can request additional support or resources.)

G. Includes a School-Parent Compact

*Attach a copy: See Sample School-Parent Compact

(SWP Schools) If schoolwide program plan 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 LEA.