

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

918-AR-1. CHECKLIST FOR PARENTAL INVOLVEMENT COMPACTS FOR TITLE I

Development, implementation, and maintenance of parental involvement compacts must be accomplished with meaningful consultation with parents/guardians of students participating in Title I programs.

The Superintendent designates an employee to be responsible for the process of obtaining meaningful consultation.

The following checklist includes measures designed to encourage meaningful consultation. The checklist will be completed annually by the designated employee.

- Plan regular meetings throughout the school year with parents/guardians to discuss the district and/or school compacts; identify dates, times and places, and persons whose attendance is desired. Offer meetings in the morning and evening; if funds are available, provide transportation and childcare. Do home visits related to parental involvement.
- Plan an agenda for meetings to be held to discuss district and/or school compacts.
 1. Always begin with introducing “where we are now” and end with “next steps.”
 2. Agendas should be provided for two-way communication between the district and parents/guardians of participating students.
 3. Agendas can be built around the federal compliance requirements stated in the district and school compacts.
 4. Agendas should include a section to inform parents/guardians of their school’s participation under Title I and to explain Title I requirements regarding parental involvement, including the right of parents/guardians to be involved.
 5. Agendas should include a section to describe and explain the curriculum in use at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.
 6. If requested by a parent/guardian, agendas should include a section for parents/guardians to formulate suggestions and to participate, as appropriate, in decisions relating to their student’s education.

7. Agendas should include a section to involve parents/guardians in the planning, review and improvement of Title I programs, including the joint development of the schoolwide program plan.
 8. Another agenda topic is how funds are allotted for parental involvement in activities; parents/guardians of students receiving services must be involved in these decisions.
- Notify interested persons about meeting dates to discuss the district and/or school compacts, including:
- Parents/Guardians of students participating in Title I programs.
 - Staff members.
 - Students participating in Title I programs.
 - School Board members.
 - Media.
 - Coordinators of other school programs, such as Head Start, preschool programs.
 - Other _____.
- Publicize the meeting dates, times and locations to discuss district and/or school compacts.
- Make all Open Meetings Act notifications and postings for meetings to discuss district and/or school compacts. It is wise to assume these are open meetings if Board members are expected to attend.
- Appoint a Recording Secretary to keep meeting minutes.
- Provide copies of working drafts to parents/guardians in an understandable and uniform format and in a language the parents/guardians can understand, to the extent practicable.
- Determine success indicators to measure the effectiveness of the parental involvement compacts in improving the academic standards.
- Review the success factors to evaluate the effectiveness of the parental involvement compacts in improving the academic achievement.
- Identify barriers to greater participation by parents/guardians, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Use the findings of such evaluation to design strategies for more effective parental involvement.

- If the schoolwide program plan is not satisfactory to the parents/guardians, submit any comments on the plan by parents/guardians when the school makes the plan available to the Board.
- Provide status reports to the Board and periodically submit updated parental involvement compacts to the Board.
- Revise the applicable parental involvement compacts as necessary.