



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
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BULLETIN NO. 02-08

**TO:** School District Superintendents  
School District Title I, Part A Directors

**FROM:** Gina Hopper, Division Administrator, Grants and Programs

**RE:** District Parent Involvement Policies and School-Parent Compact

**CONTACT:** Marci Johnson, Division Supervisor and State Parent Involvement Coordinator  
(217-524-4832) (marjohns@isbe.net)

This e-bulletin is to remind you of the requirements that your district and Title I schools **MUST** have a written district-wide parental involvement policy, local school parental involvement policy, and complete school-parent compacts. *[See 20 U.S.C. Sec. 1118 et seq.]* **These policies must be developed with parents and parents must be included in the annual update of the policies.** *[Sec. 1118(a)(2)(E)]*

All superintendents must direct Title I school principals to ensure that district-wide and local school parental involvement policies and school-parent compacts are disseminated to parents and teachers immediately and are on-file for ISBE review.

Please remember to keep documentation of parental involvement in the development and annual evaluation of these policies. ISBE will be conducting random reviews of school and district parent involvement policies to ensure they meet the requirements of NCLB and have been developed and/or reviewed with parents.

Information on the Parent Involvement reservation is included in Attachment B and additional details on the equitable services that must be provided to parents of eligible children enrolled in private elementary and secondary schools will be forthcoming in another E-Bulletin.

Topics covered below include additional information on the Parent Involvement Policies and information on the Parent Involvement Reservations.

## **District Parent Involvement Policies and School-Parent Compact**

### **District and School Parent Involvement Policies**

A district receiving Title I funds must develop a district-level parent involvement policy and must develop a school parent involvement policy for each Title I school. The policy must explain how the district and/or the school will involve parents in the development and implementation of the district and each school's parent policies. Following are guidelines for writing the parent policy:

1. The policy must be in a written format.
2. If a school or district has a parental involvement policy that applies to all parents, it may amend the policy to meet the requirements under No Child Left Behind.
3. Schools must hold at least one annual meeting for Title I parents and offer a flexible number of meetings to review the policy.
4. Parents need to be involved in an ongoing manner in the planning, review and improvement of the Title I programs.
5. Provide the following information to Title I parents:
  - a. Programs.
  - b. Description and explanation of curriculum.
  - c. Forms of academic assessment and if requested, opportunities for regular meetings to discuss the education of their children.

### **Annual Evaluation**

Districts must conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds.

The review must:

1. identify barriers to greater participation by parents in parental involvement activities, 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;
2. Use the findings of the evaluation to design strategies for more effective parental involvement;
3. Revise, if necessary, the LEA's parental involvement policies; and
4. Involve parents in the activities of schools served under Title I, Part A. [*Sec. 1118(a)(2)*]




### **School-Parent Compact**

A school receiving Title I funds must develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. The school-parent compact must describe the following:

1. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served under Title I, Part A to meet the state's student academic achievement standards.
2. Ways in which parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time).

3. The importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child’s achievement.
  - Frequent reports to parents on their child’s progress.
  - Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities. *[Sec. 1118(d)]*

Below are links to sample parent involvement policies to assist you in developing or revising the required policies.

- [Sample Template for a Districtwide Parent Involvement Policy](#) 
- [Sample Template for a School Parent Involvement Policy](#) 
- [Sample Template for a School-Parent Compact](#) 

See also the U.S. Department of Education [Non-Regulatory Guidance on Parent Involvement](#) with detailed templates for District Wide Parental Involvement Policy (pg. 45) and SCHOOL-PARENT COMPACT (pg. 51)

### **Funding for Parental Involvement**

95 percent of the one percent of Title I, Part A allocation the LEA reserves for parental involvement under section 1118 must be distributed among the district’s schools. Parents of Title I students must be involved in both deciding how those funds will be allotted and, once allotted, how they will be spent. Parents of children receiving Title I, Part A services and school officials may decide at the school level to pool their individual resources to pay for district-level parental involvement activities, such as a parent resource center. *[Sec. 1118(a)(3)]*

An LEA that receives a Title I, Part A allocation of greater than \$500,000 must reserve not less than one percent of its Title I, Part A allocation to carry out the provisions of Section 1118, including promoting family literacy and parenting skills. The percentage reserved for parental involvement must be calculated on the basis of the LEA’s total Title I, Part A allocation. *[Sec. 1118(a)(3)(A)]*

LEAs with allocations of \$500,000 or less must carry out the provisions of section 1118, but are not required to reserve any specific amount from their Title I, Part A allocation to do so. *[Sec. 1118(a)(3)]*

Reservations that an LEA may take from its total allocations before it determines the per pupil amount (PPA) are listed in Section 200.77 of the [Title I regulations](#).

An LEA must reserve funds from the amount the LEA has reserved for parental involvement for parental involvement activities for parents of private school children who participate in Title I, Part A activities. These funds must be reserved by the LEA before the LEA allocates any funds. The amount of funds reserved for these activities must be proportionate to the number of private school children from low-income families residing in participating public school attendance areas. *[Sec. 200.65 and 200.77 of the Title I Regulations.]*

See page 26 of the [NCLB Handbook](#) for an example of how to calculate the equitable parent involvement set-aside.

*This e-bulletin contains basic information on NCLB provisions. It is meant to provide a ready reference for school administrators, teachers, and the public on NCLB implementation within Illinois. It is not intended as a comprehensive source of information on the rules and regulations which govern NCLB Title I.*