

Title I, Part A
Annual Parent Involvement Meeting
General Information and Required Documents
School Year 2025-26

This packet contains several documents and provides an overview of the type of information that each participating Title I, Part A school must share with its parents, no later than Thursday, October 31, 2025. The packet is segregated into two sections. The first section provides general information and guidelines regarding the statute and the reason that an annual meeting is required, the second section contains the meeting documents that your school must print (as necessary), complete and submit to the Family and Community Engagement Office by Friday, November 7, 2025.

Please review all pages within this document. Complying with the rules and guidelines and set forth herein will protect the long-term availability of Elementary and Secondary Education (ESEA) funds, specifically, federal funds that are appropriated to our schools under Title I, Part A.

Questions should be directed to the Office of Family and Community Engagement, Sharlonda Buckman, Assistant Superintendent, Family and Community Engagement or Kena Halliburton, Senior Director, School Budget and Compliance (kena.halliburton@detroitk12.org).

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August 14, 2025

Principals,

The Every Student Succeeds Act (ESSA), per Section 1116(b)(C)(1) - Parent and Family Engagement, mandates that Title I, Part A schools convene an annual Title I Parent Involvement Meeting and invite and encourage all parents of participating children to attend. The meeting must be completed by Thursday, October 31, 2025.

During the meeting, parents must:

- Be informed of their school's Title I participation;
- Be informed that parents may request information regarding teacher and paraprofessional qualifications;
- Receive information on the school's Annual Education Report that provides detailed data on state administered student assessment results, Michigan School Scorecards results; and
- Receive school-level Title I budget information.

To ensure that participating parents receive all required information and as verification that the district complies with ESSA rules, principals must complete and submit all required Annual Parent Meeting documentation to the school's assigned Parent Action Leader (PAL) or the Office of Family and Community Engagement by Friday, November 7, 2025. The Parental Involvement 2025-26 Annual Meeting Requirements and Forms document is consolidated into a single packet entitled, **Annual Title I Parent Meeting Packet**, that is available at the Department of State and Federal Programs Intranet site or by navigating to the following URL:

[Parent Involvement Annual Meeting 2025-26 Requirements and Forms](#)

You may manually navigate to the form utilizing the DPSCD HUB, as follows:

- ✚ Sites> Finance >Document>
- ✚ State and Federal Programs>
- ✚ Annual Title I Parent Meeting Packet

Schools must maintain copies of all Annual Title I Meeting documentation for a period of five (5) years and must be able to produce the documentation during monitoring visits and audits.

In addition to the annual meeting requirements, each Title I School Principal must publish and have accessible for review, their school's Title I allocation for the 2025-26 School Year, the activities that are to be conducted with the allocation, and this information should be provided to parents, upon their request, at any time during the school year.

Please direct your questions or concerns regarding parent involvement to the Office of Family and Community Engagement at (313) 873-7490 and any questions or concerns regarding Title I requirements to the School Budget and Compliance at (313) 870-3469.

As always, thank you for your support and cooperation.

Sincerely,

Nikolai P. Vitti, Ed.D.
Superintendent
Detroit Public Schools Community District

Students Rise. We all Rise

DPSCD does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or detroitk12.org/compliance.

Detroit Public Schools Community District

Title I School Parent and Family Engagement Policy Requirements

Per Sec.1116(b)(1) **SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY**, schools shall jointly develop with, and distribute to parents and family members of participating children a written parent and family engagement policy, agreed on by parents of participating Title I students, that shall describe the means to effectively will facilitate advanced student academic proficiency. Parents shall be notified of the policy in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Each Title I school must develop and distribute its own written parent and family engagement policy. This policy must specify that the school will:

- ✓ Convene an *annual meeting* to explain the Title I program to parents and inform them of their right to be involved in the program;
- ✓ Offer a flexible number of meetings, and may use Title I funds to pay *related expenses* such as child care, transportation or home visits;
- ✓ Involve parents, "in an organized, ongoing and timely way," in the *planning, review and improvement* of Title I programs;
- ✓ Provide *timely information* about its Title I program to parents, describe the curricula, the student assessments and proficiency levels students are expected to meet, provide opportunities for regular meetings where parents can provide input, and respond promptly to parent suggestions; and
- ✓ Provide parents with an opportunity to submit *dissenting views* to the LEA if a school's school-wide program plan is not acceptable to them.

Title I District Parent and Family Engagement Policy Requirements

Per Sec. 1116(a) (1) **LOCAL EDUCATIONAL AGENCY (LEA or school district) POLICY.** A school district may only receive Title I funding if it conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in Title I programs. *Such Title I program, activities and procedures must be planned and implemented with meaningful consultation with parents of participating children.*

Sec. 1116 (2) **WRITTEN POLICY.** The school district must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the LEA's plan under [ESSA] Section 1112, which must establish the LEA's expectations and objectives for meaningful parent and family involvement and describe how the LEA will:

- ✓ Involve parents and family members in jointly developing the LEA plan as referenced in Section 1112;
- ✓ Involve parents and family members in the development of support and improvement plans;
- ✓ Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;
- ✓ Coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;
- ✓ Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part;
- ✓ Use the findings from the evaluation to design evidence-based strategies for more effective parental involvement;
- ✓ Involve parents and family members in the activities of schools who receive Title I funds;

Title I Parent Evaluation**Annual Parent Involvement Evaluation**

School: _____ School Year: _____

Answer "Yes" or "No" to the following questions:

1. I was invited to attend the Title I Annual Meeting where I learned about the school's Title I Program and how it could benefit my child. YES NO
2. I was informed of the school's curriculum, the forms of assessment that would be used to measure my child's progress and the proficiency level my child was expected to make. YES NO
3. The school's performance profile was explained to me and my child's assessment results were made clear to me. YES NO
4. I am aware of the goals for the school and how the staff is working to achieve these goals. YES NO
5. I am aware of when the School Improvement Team holds its meetings. YES NO
6. I received a copy of the Title I Parent and Family Engagement Policy. YES NO
7. I was notified of the meeting/s to evaluate the school's Parent and Family Engagement Policy. YES NO
8. I have had the opportunity to give input into the school policies. YES NO
9. I received a copy of the Title I Parent Compact. YES NO
10. I have been invited to a flexible number of meetings at different times of the day. YES NO
11. I have been invited to attend training to help my child succeed in school. YES NO
12. I received clear information regarding my child's academic progress. YES NO
13. I was kept well informed of the activities at the school. YES NO
14. Opportunities have been provided for parents to communicate with school staff YES NO
15. My child felt comfortable about attending this school. YES NO
16. Materials sent home were easy to follow and easy to understand. YES NO
17. I felt comfortable coming to school and volunteering at the school. YES NO
18. I feel that my child benefited by receiving additional help from Title I this year. YES NO
19. If you answered "No" to any of these questions, please offer suggestions to help improve the issue.
20. What suggestions would you have for the school's Title I Program for the next school year?
21. Additional comments:

Title I Parental Involvement Expenditures

Procedures – Reimbursements to Title I Parents

- The Principal should provide affected parent(s) with a Vendor Request Form and a W-9 Form
- The Principal will forward the Vendor Request Form and W-9 Form to their assigned Title I Compliance Administrator: the completed forms will accompany the related requisition. The documents will be forwarded to the Office of Procurement & Logistics for processing, by the compliance administrator.

Creating Requisitions for Parent Reimbursements

The PeopleSoft Requester must include detailed information (found below) in the comment section within the PeopleSoft requisition:

Include “Parent Involvement” in the title of the requisition; below are some examples:

Parental Involvement reimbursement for childcare costs for (list name of parent and parent’s Vendor Number, as known) attending Parental Involvement Literacy Workshop

Reimbursements for transportation for (list name of parent and parent’s Vendor Number) attending Parental Involvement Literacy Workshop conducted on (list date and location of event)

Reimbursement to (list name of parent and parent’s Vendor Number) for purchasing Parental Involvement Refreshments for Parental Involvement Literacy Workshop held on (list date and location of event)

Creating Requisitions for Parent Expenses Other than Parent Reimbursements

The PeopleSoft user must provide detailed information, as noted below, in the comment section of the PeopleSoft requisition: **List “Parental Involvement” in the title of the requisition, for example:**

Parental Involvement Per Diem for (list name of parent and parent’s Vendor Number) who will be attending the Region V Parental Involvement Conference located in (list location & date of conference)

Parental Involvement registration cost for (list name of parent and parent’s Vendor Number); Conference will be held in (list location & date of conference)

Parental Involvement bus/airfare for (list name of parent and parent’s Vendor Number) who will be attending the Region V Parental Involvement Conference located in (list location & date of conference)

Allowable Uses of Title I Parent & Family Engagement Funds

Proposed Expenditure	Allowable Activity
Advertising - billboards, media, strategies to promote school enrollment. T-shirts, book bags, baseball caps, water bottles, athletic uniforms, letter sweaters or other school apparel, marketing items with school, vendor or district logo.	No
Appliances - Stove, refrigerator, microwave, washer, dryer, etc. A small coffee maker is allowable (\$100 or less).	No
Award programs, banquets/brunches, carnivals/fairs, fundraisers, luncheons, parties, picnics, end of year celebrations, graduation activities/materials, recognition events, decorations	No
Brochures/Materials informing parents of school achievement, Title IA rules and Title IA regulations	Yes
Brochures/Materials informing parents of district rules, regulations, etc.	No
Building supplies, building renovations/modifications, wiring, or repairs	No
Carpeting, floor/welcome mats, desks, or any furniture	No
Cleaning supplies/materials, air freshener	No
Childcare (on-site) and limited transportation for parents to attend Title I parent meetings/activities.	Yes
Conference registration, lodging and travel costs (must coordinate purchase with Office of Family and Community Engagement; limited availability)	Yes
Consultants for parent trainings - provides parents with information to assist them with supporting their child's education and to train parents to promote participation of other parents.	Yes
Copiers, postage meters, other office equipment	No
Equipment for parent resource room (computer, printer, camera)	Yes
Family literacy - activities to promote family literacy may include strategies such as student/parent reading nights, Lending Libraries, parenting skills or other materials for parent development.	Yes
Field trips (admission and transportation) for parents, which are educational in nature only; no overnight trips. Conferences must be scheduled in conjunction with the Office of Family and Community Engagement	Yes
Food for parent meetings and activities, limited to light snacks and refreshments	Yes
Incentives, recognition gifts, gift card/certificates, raffles and door prizes	No
Instructional materials and supplies for parent activities, and Parent Resource Room	Yes
Mailing and postage stamps – informational to parents, mailings on ESEA requirements/goals, parental newsletters, notices on supplemental grant-funded programs and Title I parent meeting notices/materials	Yes
Stipends for staff conducting parental involvement workshops (limited to the presenter, during hours outside of the regular school day)	Yes
Translation and interpretation services for parents to have access to Title I programs and activities	Yes

The listing represents some common requests but is not comprehensive. Additional questions should be directed to your school's compliance administrator with the School Budget and Compliance Department

Required Documents (7) for Submission to the Office of Family and Community Engagement: Pages 10-23

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**Detroit Public Schools Community District
School Year 2025-26**

Annual Title I Parental Involvement Meeting Notice

Dear Parent:

We are proud to partner with you in educating your child(ren). Helping your child to succeed academically is impossible without your participation. For that reason, the staff would like to extend an invitation to you to attend the Annual Title I Parental Involvement meeting to learn about and discuss various Title I programs offered at the school.

At this Parent meeting, you will learn about the following components:

- School's participation in the Title I program
- Title I requirements for your child's school
- Joint development of Parental Involvement Plan
- Joint development of School-Parent Compact Plan
- Title I Parental Involvement Allocation
- Increasing Parent's ability to assist students
- Keeping parents informed and involved about their student's progress
- Making sure students take part in statewide tests
- How to help students develop reading and math skills
- Increasing standards for teachers and teachers' aides
- And many more topics about helping your child learn

As a parent, you have the right to be involved in your child's educational activities. The staff wants you involved because parents play a key role in helping our programs work for our students. We want to make it as easy as possible for all parents to participate. This meeting also gives you a chance to tell us what we can do to help you.

ANNUAL TITLE I MEETING DATE, TIME & LOCATION

Date: _____ 2025

Time: _____ a.m. / p.m.

School: _____ Detroit, MI

Please note that information provided at the annual meeting will be shared and made available upon a parent's request. There will be Title I workshops held throughout the school year at the school. I hope to see you at the annual meeting and at other scheduled Title I meetings.

Sincerely,

Principal

**Detroit Public Schools Community District
Annual Title I Parental Involvement Meeting - Agenda
School Year 2025-26**

School Name

Meeting Date

Meeting Agenda

- Welcome & Purpose
- Overview of Title I & School's Title I Programs and Budget
- Parent and Family Engagement Policy
- School Compact
- Allowable Use of Parent Involvement Funds
- School Annual Report
- Questions/Concerns
- Evaluation Forms

**Detroit Public Schools Community District
School Year 2025-26**

Annual Meeting Certification and Documents Checklist

School: _____
Principal: _____
Principal Leader: _____
School Phone Number: (313) _____

All Detroit Public Schools Community District schools receiving funds under Section 1116 (c)(1) of *Every Student Succeeds Act* (ESSA) are required to comply with this part, which states that:

Each school served under this part shall 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 with Title I, Part A and to explain this part, its requirements, and their right to be involved.

In accordance with Section 1116 (c)(1) of **ESSA**, I certify that _____ School

complied with federal requirements and held our annual parent meeting on _____, at
(Date of meeting)

_____ a.m. /p.m. There were _____ parents and _____ staff in attendance.
(Time of meeting) (No. of parents) (No. of staff)

Further, we will submit the following [original] documents to our parent network coordinator and maintain a copy of the following required Annual Parental Involvement Meeting documents for a period of not less than five (5) years.

Required . 2025-26 Title I Parental Involvement Meeting Documents Checklist

1. Annual Title I Meeting Certification & Verification Checklist _____
2. Annual Title I Parent Involvement Meeting Invitation _____
3. Annual Title I Meeting Agenda _____
4. Annual Title I Meeting Sign-In Sheet(s) _____
5. Annual Title I Meeting Minutes _____
6. School Parent and Family Engagement Policy _____
7. Parent/Teacher/Student Compact _____
8. School's Annual Title I Meeting Handouts _____

Principal Signature

Date

Detroit Public Schools Community District
School Year 2025-26
Annual Title I Parent Involvement Meeting

Sign-In Sheet

School: _____

Date: _____

PRINT NAME	ADDRESS & ZIP CODE	PHONE NO.	E-MAIL ADDRESS

Detroit Public Schools
School Year 2025-26

SAMPLE

School Parental Involvement Policy

Insert School Name

Insert School Address

Insert School Telephone

School Name shall jointly develop and distribute a school parental involvement policy to parents with children participating in a Title I, Part A (Title I) program[ESSA Sec. 1116 (b)(1)];

The above paragraph can be left intact as an introduction. (No examples required)

School Name shall convene an Annual Title I meeting by October 31, 2025 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 programming and to explain the requirements of Title I and the right of parents to be involved 1116 (c)(1);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ Overview of Title I
- ♦ Review of Parent Involvement Policy
- ♦ Review of School Compact
- ♦ Review of Title I Programs and Budget
- ♦ Allowable Use of Parent Involvement Funds
- ♦ School Education Report

School Name shall offer 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 1116 (c)(2);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ Offer morning and evening workshops
- ♦ Morning, afternoon, and evening monthly parent meetings
- ♦ Participation in School Improvement Meetings
- ♦ Annual Open House
- ♦ Parent Teacher Conferences

School Name shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental involvement policy and the joint development of the Schoolwide program plan under Sections 1114 (b)(2) and 1116 (c)(3);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parents will attend School Improvement Meetings to plan, review and evaluate improvement of programs.*
- ♦ *Parents will meet twice-a-year to review and update Parent Involvement Policy and Compact.*
- ♦ *The distribution of surveys at the annual Title I meeting to receive feedback regarding the programs of the previous year.*
- ♦ *Participation in Monthly Parent Meetings*
- ♦ *Posting the School Improvement Plan in the Parent Room/Main Office*
- ♦ *Maintenance of Parent Resource binder that includes the School Improvement Plan, School-Parent Compact*

School Name shall provide parents of participating Title I children timely information 1116 (c)(4)(A);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Flyers*
- ♦ *School Messenger calls*
- ♦ *School Marquee*
- ♦ *Standardized Test Results as soon as available*
- ♦ *Quarterly Progress Report*
- ♦ *Quarterly Report Cards*

School Name shall provide parents of participating Title I children 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 1116 (c)(4)(B);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parent meetings*
- ♦ *Parent Workshop*
- ♦ *Parent Teacher Conferences*

School Name shall provide parents, 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 practicable [1116 (c)(4)(C)];

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Surveys*
- ♦ *Parent Meetings*
- ♦ *Representation on the School Improvement Team*
- ♦ *Parent/Teacher Conferences*
- ♦ *Frequent communication including telephone calls and written responses/e-mails*
- ♦ *Suggestions Mailbox in office*

School Name shall ensure that if the schoolwide program plan under Section 1114 (b)(2) 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 local educational agency 1116 (c)(5);

LIST and DESCRIBE how this is implemented in your school.

Shared Responsibilities for High Student Academic Achievement

School Name shall jointly develop with parents and teachers a School-Parent Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. The compact will be reviewed and discussed with parents per Sections 1116 (d)(1) and 1116 (d)(2)(A):

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parent/Teacher/Student Compact will be revised annually during Parent and School Improvement Meetings*
- ♦ *Feedback and revision will include the principal, parent leaders, parents and teachers*
- ♦ *Parent (Family)/Teacher/Student Compact will be reviewed and discussed during the annual Open House and quarterly Parent Teacher Conferences*

School Name shall provide frequent reports to parents on their children's progress 1116 (d)(2)(B);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Semi-annual Parent-Teacher Conferences*
- ♦ *Quarterly Progress Reports*
- ♦ *Quarterly Report Cards*
- ♦ *Emails/Written Communications*

School Name affords parents, reasonable access to staff, opportunities to volunteer and participate in their child's class, and opportunity to observe classroom activities per Section 1116 (d)(2)(C);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parent Meetings*
- ♦ *School Improvement Meetings*
- ♦ *Volunteerism as needed/requested*
- ♦ *Classroom Helpers*
- ♦ *Observation of classrooms upon request by parent and approval by administration.*

Building Capacity for Involvement

School Name shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children 1116 (e)(1);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parent Workshops*
- ♦ *Parent Meetings*
- ♦ *Annual Open House*
- ♦ *Annual Title I Meeting*
- ♦ *Parent Teacher Conferences*
- ♦ *Individual Conferences upon request*

School Name shall provide materials and training to help parents to work with their child to improve the child's achievement, such as literacy training and through the use of learning tools, as appropriate, to foster parental involvement 1116 (e)(2);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ *Curriculum Family Nights*
- ♦ *Parent workshops at the school*

School Name shall, with the assistance of parents, educate teachers, pupil services personnel, principals, and other staff in the value and the utility of parents' contributions. Educators should also receive guidance in ways to reach out to parents; to communicate with them; to work with them as equal partners; to implement and coordinate parent programs; and to build ties between parents and the school 1116 (e)(3);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ *Teacher meetings*
- ♦ *Professional Development Workshops*
- ♦ *Provide tools to teachers, principals, administrators, and local school staff on how to effectively communicate with parents.*

School Name shall, to the extent feasible and appropriate, coordinate and integrate parental 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 public 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 children 1116 (e)(4);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ *Great Start Readiness Program, Title I Preschool, and other programs will conduct activities that encourage parents/families in more fully participating in the education of their children.*

School Name shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, to the extent practicable, in a language the parents can understand 1116 (e)(5);

LIST and DESCRIBE how this is implemented in your school.
(Examples)

- ♦ *Translate materials and information based on needs of the community*
- ♦ *Make available translated materials and information in the Parent Resource Centers*
- ♦ *Parent friendly formats including charts, graphs*
- ♦ *Phone Calls*

-
- ♦ *E-mails*

School Name shall provide such other reasonable support for parental involvement activities under this section as parents may request 1116 (e)(14);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Use of surveys, evaluations and other methods of gathering input from parents*
- ♦ *Reasonable support will be provide upon request*

Accessibility

School Name shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 in a format and, to the extent practicable, in a language such parents understand, in carrying out parental involvement policy 1116 (f);

LIST and DESCRIBE how this is implemented in your school.

(Examples)

- ♦ *Parents are invited to participate in workshops offered at the school; Migrant Family Education programs, Translations of documents.*
- ♦ *Technology assistance such as lap tops, internet accessibility.*
- ♦ *PTHVP*
- ♦ *Support Staff are available to assist parents with disabilities*

ALL ITALIC TEXT SHOULD BE CHANGED TO FIT YOUR SCHOOL PROGRAMS/ACTIVITIES!

Detroit Public Schools Community District
School Year 2025-26

Annual Title I Parental Involvement Meeting Minutes

(Please record legible notes, as applicable)

Meeting Chaired by: _____

Recorder's Signature & Title

Date

Principal's Signature

Date

*Form may be duplicated, as required

Home-School Learning Compact

School Year 2025-26

We, at <insert school's name> strive to foster the development of a school-family relationship to help all children achieve the State's student academic achievement standards. It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective environment that enables children to meet the State's student performance standards. As part of that commitment, the school must address the importance of communication between parents/guardians and teachers on an ongoing basis through such efforts as parent-teacher conferences, frequent reports to parents/guardians on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observations of classroom activities, along with participating in the local school-parent organization.

STUDENT'S NAME: _____

FAMILY RESPONSIBILITIES

As a parent/guardian, I want my child to achieve; therefore, I will encourage my child by doing the following:

- See that my child **attends school regularly** and is on time.
- **Support** school staff in maintaining proper discipline.
- Set aside a **specific time for homework and review it regularly.**
- Provide a **quiet, well-lighted place** for study.
- **Encourage** my child's efforts and be available for questions.
- **Stay interested** in and aware of what my child is learning.
- **Read** with my child and let my child see **me read** regularly.
- **Communicate** with my child's teacher on a regular basis.
- **Volunteer and Participate** in the school's PACSA, or **visit** my child's classroom as I am best able.

Parent/Guardian's signature: _____ **Date:** _____

STUDENT RESPONSIBILITIES

As a Student, it is important that I work to the best of my ability; therefore, I will strive to do the following:

- **Attend** school regularly
- **Be prepared** for school each day with completed assignments and supplies.
- Work **cooperatively** with my classmates.
- **Respect** myself, my school, and other people.
- **Follow rules** of student code of conduct.
- **Wear my uniform daily.**
- **Read** Regularly
- **Give** all notices and information to my parents.

Student's signature: _____ **Date:** _____

TEACHER'S/STAFF'S RESPONSIBILITIES

As a teacher/staff person, I know that it is important that students achieve; therefore, I will strive to do the following to support student's learning:

- Provide necessary assistance to parents so that they can help with homework assignments.
- Encourage students and parents by communicating regularly about student progress.
- Contact parents to convey something positive about students.
- Provide high quality instruction in a supportive and non-threatening environment.
- Provide varied learning opportunities for students to enable them to meet academic expectations.
- Hold high expectations for all students, believing that all students can learn.
- Provide parents with advance notice if their child is failing.
- Be available for parent-teacher conferences during which this compact will be discussed as it pertains to your child.
- Make myself and my classroom accessible to parents, encouraging them to arrange visits to the school, and prearrange to observe classes.

Teacher's/Staff's signature: _____ **Date:** _____

PRINCIPAL'S RESPONSIBILITIES (Optional Section)

As a Principal, I support this compact for parent involvement; therefore, I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce and enhance classroom instruction.
- Monitor and evaluate all components in the compact to ensure that they are meeting and achieving the identified goals of the Compact.

Principal's signature: _____ **Date:** _____

This compact was discussed and reviewed on this ____ day of _____, 20____ at,

☐ ***Parent-Teachers Conference (required in Grades Kindergarten through 5)***

☐ ***Open House***

☐ ***Annual Title I Meeting***

☐ _____

Parents Initials: _____

Staff's Initials: _____