

DISTRICT TITLE I PARENT INVOLVEMENT POLICY CHECKLIST

District Name: _____ **State Title I Contact:** _____ **Date:** _____

All school districts receiving Title I funds are required under Section 1118(a) (2) of the No Child Left Behind Act (NCLB) are required to develop a written parent involvement policy for the school district that establishes the district's expectations and specifically describes how the district will meet the required components of the policy.

Evidence that the district parent involvement policy [Section 1118 (b) (1)-(4)]:

- was jointly developed with parents (sign in sheet, agenda, notes)
 - was distributed to parents of participating children, to the extent practicable in a format and language parents can understand
 - was incorporated into the district's Consolidated Application
 - describes that if the district consolidated application for Title I is **not** satisfactory to the parents of participating children, the school district will submit any parent comments with such consolidated application when the school district submits the consolidated application to New Mexico Public Education Department
- * The above items are generally monitored during site visits

DISTRICT POLICY REQUIREMENTS <i>The parent involvement policy states how the district...</i>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
1. will involve parents in the joint development of the Title I program, consolidated application, and the process of school review and improvement under section 1116	<input type="checkbox"/> yes <input type="checkbox"/> no	
2. will provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance	<input type="checkbox"/> yes <input type="checkbox"/> no	
3. will build the schools' and parents' capacity for strong parental involvement as described in subsection (e) <i>(The following items are taken from Section 1118 (e) Building Capacity for Involvement activities that the district are required to have)</i>		
3.1 will assist parents of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.2 will provide materials and training to help parents work with their children	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.3 will educate teachers, pupil services personnel , principals, and other staff, 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.4 will 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.5 will provide reasonable support for parental involvement activities	<input type="checkbox"/> yes <input type="checkbox"/> no	

DISTRICT POLICY REQUIREMENTS continued <i>The parent involvement policy states how the district...</i>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
4. will coordinate and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, State-run preschool programs, etc.	<input type="checkbox"/> yes <input type="checkbox"/> no	
5. will conduct with parents an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools including served under this part, including- <i>(The following language is from the guidance and broken down into bullets to ensure the items are addressed)</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
5.1 identify barriers to greater participation by parents in activities authorized by this section (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)	<input type="checkbox"/> yes <input type="checkbox"/> no	
5.2 use the findings of the evaluation to design strategies for more effective parent involvement	<input type="checkbox"/> yes <input type="checkbox"/> no	
5.3 revise parent involvement policy/procedures as necessary	<input type="checkbox"/> yes <input type="checkbox"/> no	
6. will involve parents in the activities of the schools served under this part	<input type="checkbox"/> yes <input type="checkbox"/> no	
ADDITIONAL DISTRICT EXPECTATIONS <i>The following items are also required but do not necessarily need to be addressed in the district policy.</i>	Yes indicates evidence of the requirement and a description of how the activity will be implemented.	Note Existing Documentation:
A. The district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children. <i>[Section 1118 (a)(1)]</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. The district will work with its schools to ensure that the required school-level parent involvement policy meets the Title I requirements, and include, as a component, a school-parent compact. <i>[Section 1118 (b)]</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. The district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parent involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$500,000.) <i>[Section 1118 (a)(3)(A,B)]</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
D. The district will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center (PIRC) in New Mexico (i.e., New Mexico Parent Information and Resource Center , Albuquerque, NM). http://www.parentsreachingout.org/nmpirc.php <i>[Section 1118 (g)]</i>	<input type="checkbox"/> yes <input type="checkbox"/> no	
E. Districts that receive less than \$500,000 must carry out the requirements of parent involvement under NCLB, but they aren't required to reserve any specific amount from their Title I, Part A allocation to do so. <i>[Section 1118 (a)(3)]</i>	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable	