

TITLE I SCHOOL PARENT INVOLVEMENT POLICY CHECKLIST

School Name: _____

Date: _____

District Name: _____

State Title I Administrator: _____

The Title I Parent Involvement section of the No Child Left Behind Act (NCLB) requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children.

Evidence that the school 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 provided to the local community
- states that if district consolidated application for Title I is **not** satisfactory to the parents of participating children, the school district will submit any parent comments with the 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*

SCHOOL POLICY REQUIREMENTS [Section 1118 (c) (1)(2)(3)(4)(5)(6)]: <i>The parent involvement policy states <u>how</u> the school...</i>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
1. will 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 under this part and to explain the requirements of this part, and the right of the parents to be involved	<input type="checkbox"/> yes <input type="checkbox"/> no	
2. will offer a flexible number of meetings, such as meetings in the morning or evening	<input type="checkbox"/> yes <input type="checkbox"/> no	
3. will 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 and;	<input type="checkbox"/> yes <input type="checkbox"/> no	
3.1 will the jointly develop the schoolwide program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children	<input type="checkbox"/> yes <input type="checkbox"/> no	
4. will provide parents of participating children —		
4.1 timely information about programs under this part	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.2 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	<input type="checkbox"/> yes <input type="checkbox"/> no	
4.3 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 practicably possible	<input type="checkbox"/> yes <input type="checkbox"/> no	

SCHOOL POLICY REQUIREMENTS CONTINUED <i>The parent involvement policy states how the school...</i>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
5. 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 district	<input type="checkbox"/> yes <input type="checkbox"/> no	
6. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT- As a component of the school-level parental involvement policy, each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards	<input type="checkbox"/> yes <input type="checkbox"/> no	
Such Compact Shall- 6.1 Describe the schools responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.1.1 Ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and the television watching; volunteering in their child's classroom	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.1.2 Ways in which parents will participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2 Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum-	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.1 Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.2 Frequent Reports to parents on their children's progress	<input type="checkbox"/> yes <input type="checkbox"/> no	
6.2.3 Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities	<input type="checkbox"/> yes <input type="checkbox"/> no	
REQUIRED POLICY ACTIVITIES: e. BUILDING CAPACITY FOR INVOLVEMENT- To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (1) - (5), (14)]	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
A. 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	
B. will provide materials and training to help parents work with their children.	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. 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	

REQUIRED POLICY ACTIVITIES CONTINUED		
e. BUILDING CAPACITY FOR INVOLVEMENT- To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (1) - (5), (14)]	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
D. will, to the extent feasible and appropriate, 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	
E. 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	
F. will provide reasonable support for parental involvement activities	<input type="checkbox"/> yes <input type="checkbox"/> no	
OPTIONAL POLICY ACTIVITIES:		
e BUILDING CAPACITY FOR INVOLVEMENT- To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (6)(9) - (13)]	Yes indicates evidence of the optional activity and a description of how it will be implemented.	Note Location in Policy;
A. may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions	<input type="checkbox"/> yes <input type="checkbox"/> no	
D. may train parents to enhance the involvement of other parents	<input type="checkbox"/> yes <input type="checkbox"/> no	
E. may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation	<input type="checkbox"/> yes <input type="checkbox"/> no	
F. may adopt and implement model approaches to improving parental involvement	<input type="checkbox"/> yes <input type="checkbox"/> no	
ADDITIONAL SCHOOL EXPECTATION		
<i>The following item is required but does not necessarily need to be addressed in the school policy.</i>	Yes indicates evidence of the requirement and a description of how the activity will be implemented.	Notes:
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 [Section 1118 (g)]	<input type="checkbox"/> yes <input type="checkbox"/> no	