

In support of strengthening student academic achievement, each campus that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by Public Law (PL) 107-110 Section 1118 (b) & (c) of the Elementary and Secondary Education Act (ESEA). The policy establishes the LEA's expectations for parental involvement and describes how the campus implement a number of specific parental involvement activities.

Please use the checklist below as a support tool in helping you create and assess your School Parental Involvement Policy:

Yes	No	
		Does the school have a current year school parental involvement policy? PL 107-110 Section 1118 (b)(1)
		Is the school parental involvement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) PL 107-110 Section 1118 (b)(1)
		Was the school parental involvement policy jointly developed with and agreed on with parents? PL 107-110 Section 1118 (b)(1)
		<i>Invitation to parents/families to attend meeting?</i>
		<i>Agendas for meetings?</i>
		<i>Sign-in sheet for meetings including name and title/position?</i>
		<i>Minutes of meeting?</i>
		Was the school parental involvement policy distributed to parents/families? (Not all listed below are required but identify and document how the district policy was distributed) PL 107-110 Section 1118 (b)(1)
		<i>Student handbook?</i>
		<i>District website?</i>
		<i>Direct mail?</i>
		<i>E-mail?</i>
		<i>Placed in newspaper?</i>
		<i>Provided at student registration?</i>
		<i>Provided and explained at beginning of school year event?</i>
		<i>Discussed at parent-teacher conference?</i>
		<i>Other?</i>
		Was the school parental involvement policy made available to the local community? PL 107-110 Section 1118 (b)(1)
		<i>Document how the school policy was made available to the community: newspaper announcement, presented at public school board meeting, provided to places of worship, civic organizations, businesses, etc.</i>

School Parental Involvement Policy Checklist

Yes	No	
		Does the school policy describe there will be an annual meeting, at a convenient time, to which all parents will be invited and encouraged to attend, to inform parents of the school's participation under this part and to explain the requirements under this part, and the right of parents to be involved? PL 107-110 Section 1118 (c)(1)
		<i>Provide documentation for the annual meeting...</i>
		<i>How the meeting was announced and parents invited - website, email blast, newspaper, notice sent home with students, telephone "tree", etc.</i>
		<i>Agenda for the meeting including handouts that may be provided</i>
		<i>Sign-in sheets including name and title/position</i>
		<i>Minutes of meeting</i>
		Does the school policy affirm that the school will offer a flexible number of meetings, such as morning and evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement? PL 107-110 Section 1118 (c)(2)
		Does the school policy describe how parents will be involved 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? PL 107-110 Section 1118 (c)(3)
		Does the school policy describe how parents will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the planning, review, and joint development of the schoolwide program plan (campus improvement plan)? PL 107-110 Section 1118 (c)(3)
		Does the school policy address how parents/families will be provided timely information about school programs under this part? PL 107-110 Section 1118 (c)(4)(A)
		Does the school policy address how parents/families will be provided 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? PL 107-110 Section 1118 (c)(4)(B)
		Does the school policy address how parents/families, when requested, will have 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? PL 107-110 Section 1118 (c)(4)(C)

School Parental Involvement Policy Checklist

Yes	No	
		Does the school policy advise if the schoolwide program plan (campus improvement plan) is not satisfactory to parents that the school will submit any parent comments on the plan when the school makes the plan available to the LEA? PL 107-110 Section 1118 (c)(5)
		Does the school policy describe how the school will build the schools' and parents' capacity for parental involvement in the following ways... (Building Capacity Requirements)
		1. Shall provide assistance to parents/families in understanding such topics as the State's academic content standards and student academic achievement standards, State and local academic assessments, how to monitor a child's progress, and how to work with educators to improve the achievement of their children. PL 107-110 Section 1118 (e)(1)
		2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy and technology. PL 107-110 Section 1118 (e)(2)
		3. Shall educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents/families, 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 the parents and the school. PL 107-110 Section 1118 (e)(3)
		4. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and other public preschool programs, and conduct other programs such as parent resource centers. PL 107-110 Section 1118 (a)(2)(D) and (e)(4)
		5. Shall ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families in a format and, to the extent practicable, in a language the parents can understand. PL 107-110 Section 1118 (e)(5)
		6. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. PL 107-110 Section 1118 (e)(14)
		<i>For all the building capacity requirements maintain documentation...</i>
		<i>Publicity and invitation to parents about events</i>
		<i>Agendas for meetings and programs</i>
		<i>Sign-in sheets at meetings and training events including name and position/title</i>
		<i>Minutes of meetings or record of training event</i>
		<i>Letters and newsletters and other print info</i>
		<i>E-mails and electronic files</i>
		<i>Telephone log</i>
		<i>Record of home visits</i>

School Parental Involvement Policy Checklist

Yes	No	
		Does the school policy describe how the school will build the schools' and parents' capacity for parental involvement in the following ways... (Building Capacity Options)
		1. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. PL 107-110 Section 1118 (e)(6) Optional
		2. May provide necessary literacy training from funds received under this if the LEA has exhausted all other reasonably available sources of funding for such training. PL 107-110 Section 1118 (e)(7) Optional
		3. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings. PL 107-110 Section 1118 (e)(8) Optional
		4. May train parents to enhance the involvement of other parents. PL 107-110 Section 1118 (e)(9) Optional
		5. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators with parents/families who are unable to attend such conferences at school in order to maximize parental involvement and participation. PL 107-110 Section 1118 (e)(10) Optional
		6. May adopt and implement model approaches to improving parental involvement. PL 107-110 Section 1118 (e)(11) Optional
		7. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. PL 107-110 Section 1118 (e)(13) Optional
		<i>For all the building capacity options maintain documentation...</i>
		<i>Publicity and invitation to parents about events</i>
		<i>Agendas for meetings and programs</i>
		<i>Sign-in sheets at meetings and training events including name and position/title</i>
		<i>Minutes of meetings or record of training event</i>
		<i>Letters and newsletters and other print info</i>
		<i>E-mails and electronic files</i>
		<i>Telephone log</i>
		<i>Record of home visits</i>

Each Title I, Part A school must jointly develop, with the parents of children served under Title I, Part A, a school-parent compact as a component of its written parental involvement policy. A school-parent compact is a written agreement between the school and the parents of children participating in Title I, Part A programs that identifies the activities that the parents, the entire school staff, and the students will undertake to share the responsibility for improved student academic achievement. In addition, the school-parent compact outlines the activities that the parents, school staff, and students will undertake to build and develop a partnership to help the children achieve to the State's high academic standards.

Please use the checklist below as a support tool in helping you create and assess your School-Parent Compact:

Yes	No	
		Does the school have a current year school-parent compact? PL 107-110 section 1118 (d)
		Is the compact presented in a format and written in a language that parents/families can understand? (Is it user friendly?) PL 107-110 Section 1118 (b)(1)
		Was the school-parent compact jointly developed with parents/families? PL107-110 Section 1118 (d)
		<i>Invitation to parents/families to attend meeting?</i>
		<i>Agenda for meeting?</i>
		<i>Sign-in sheet for meeting including name and title/position?</i>
		<i>Minutes of meeting?</i>
		Was the school-parent compact distributed to parents/families? (Not all listed below are required but identify and document how the compact was distributed) PL 107-110 (b)(1)
		<i>Student Handbook?</i>
		<i>School or district website?</i>
		<i>Direct mail?</i>
		<i>E-mail?</i>
		<i>Placed in newspaper?</i>
		<i>Provided at student registration?</i>
		<i>Provided and explained at "back to school" event?</i>
		<i>Discussed at parent-teacher conference?</i>
		<i>Other?</i>

		Does the school-parent compact outline how parents/families, school staff, and students share responsibility for improved student academic achievement? PL 107-110 Section 1118 (d)
		Does the school-parent compact outline how the school and parents/families will build and develop a partnership to help children achieve the State's high standards? PL 107-110 Section 1118 (d)
		Does the compact describe the school's responsibility to provide high-quality curriculum and instruction that enables children to meet the State's academic achievement standards? PL 107-110 Section 1118 (d)(1)
		Does the compact describe the school's responsibility to provide a supportive and effective learning environment that enables children to meet the State's academic achievement standards? PL 107-110 Section 1118 (d)(1)
		Does the compact describe the ways in which parents/families will be responsible for supporting their child's learning; such as: monitoring attendance, completing homework, volunteering in the classroom, participating in decision-making, use of extracurricular time? PL 107-110 Section 1118 (d)(1)
		Does the compact address the importance of communication between teachers and parents/families on an ongoing basis? PL 107-110 Section 1118 (d)(2)
		Does the school conduct annual parent-teacher conferences in elementary schools during which the compact is discussed as it relates to a child's achievement? PL 107-110 Section 1118 (d)(2)(A)
		<i>Sign-in sheets for parent-teacher conference, with confirmation the compact was discussed during the conference?</i>
		Does the school provide frequent reports to families on their child's progress? PL107-110 Section 1118 (d)(2)(B)
		<i>What types of reports?</i>
		<i>How frequently?</i>
		<i>Telephone logs?</i>
		<i>E-mail history?</i>
		<i>Home visits?</i>
		<i>Other?</i>

		Does the school provide reasonable access to staff including opportunities to volunteer and participate in the child's class and observation of classroom activities? PL 107-110 Section 1118 (d)(2)(C)
		<i>Sign-in sheets for parent participation, including name of parent, date and time, and type of activity</i>
		Does the school involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the school-parent compact (at least annually)? PL 107-110 Section 1118(C)(3)
		<i>What tools were used to receive parent input? (surveys, interviews, etc.)</i>
		<i>Invitation to parents to review the findings?</i>
		<i>Agenda of meetings?</i>
		<i>Sign-in sheet for meeting including name and title/position?</i>
		<i>Minutes of meeting?</i>
		<i>Final product, a school-parent compact?</i>