

Title I School Parent Involvement Policy Checklist

LEA Name: _____ School Name: _____

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 in a format and in a language the parents can understand.

The policy must be:

- ☐ Developed jointly with and agreed on by parents of Title I children;
- ☐ Written in an understandable format and provided in a language parents can understand;
- ☐ Distributed to all parents of Title I children; and
- ☐ Made available to the local community and updated periodically to meet the changing needs of parents and the school.

CHECKLIST OF REQUIRED COMPONENTS	YES	NO
1) The Policy describes how parents will be involved in the planning, review and improvement of the school's Parent Involvement Policy.		
2) The Policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.		
3.) The Policy states that parent meetings, including parent conferences, will be held at different times during the day.		
4) The Policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.		
5) The Policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program.		
6) The Policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under Section 1114. <i>Applies only to Title I schools operating a Schoolwide Program.</i>		
7) The Policy describes how the school involves parents in the joint development of the School Improvement Plan under Section 1116. <i>Applies only to Title I schools identified for School Improvement.</i>		
8) The Policy describes how the school will provide parents of participating children with timely information about the Title I program.		
9) The Policy describes how the school will provide parents of participating children with 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.		
10) The Policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.		
11) The Policy states that the school will provide, 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.		
12) The Policy states that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.		
13) The Policy describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.		



School-Parent Compact Checklist



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>

Levelland Independent School District

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DATE: February 6, 2018

TO: Building Principals

**SUBJECT: Parent Representative for LISD Parent Involvement
Policy Review**

Please submit one or two parents from your campus to serve on a district committee to review the LISD Parent Involvement Policy. Please try to make volunteers representative of our student population. These may not be LISD employees.

1. Parent Name: _____

Student Name: _____

2. Parent Name: _____

Student Name: _____

Name of Campus: _____

Building Principal: _____

(Return to Donna Pugh at conclusion of ADM Meeting.)