

Title I School Parent Involvement Policy Checklist

As stated in the *No Child Left Behind Act of 2001 (NCLB)*, Section 1118 (b) – (h), all schools receiving Title I, Part A, funds are required to develop a School Parental Involvement Policy with specified sections. To assist the schools in developing such, the following checklist has been developed. The sections in the checklist are in sequential order as they appear in the law.

Note: In Section 1118(e). Building Capacity for Involvement, items (1) – (5) and (14) are required and shall be implemented. However, items (6) – (13) are not required, but they may be included in the policy.

This checklist may be used section by section or at the end of the policy to determine whether all required parental involvement actions have been included. Therefore, after a section or the total policy has been written, please read the stated requirement and respond accordingly in the respective column. These responses will serve as a guide to determine the status of the policy i.e., whether all sections were included, whether the section is not applicable, the page numbers where requirements are located.

NCLB Citation		Yes	No	NA	Page
Section 1118 (b) <i>School Parental Involvement Policy</i>	write a <u>school</u> parental involvement policy jointly developed with, and distributed to, parents with children participating in a Title I program. An existing school parental involvement policy may be amended to include the requirements in Section 1118 (b) – (h).				
Section 1118 (c)(1) <i>Policy Involvement</i>	convene an annual, [Title I] meeting at a convenient time, to which all parents of participating [Title I] children shall be invited and encouraged to attend, to inform parents of their school’s [Title I] participation under this part and to explain the requirements of this part [Title I], and the right of the parents to be involved; (Required)				
Section 1118 (c) (2)	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; (Required)				

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Section 1118 (c) (3)	<p>involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part [Title I], including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under Section 1114(b)(2)... (Required)</p>				
Section 1118 (c) (4) (A)	<p>provide parents of participating [Title I] children timely information; (Required)</p>				
Section 1118 (c) (4) (B)	<p>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; (Required)</p>				
Section 1118 (c) (4) (C)	<p>provide parents of participating [Title I]children, 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; (Required)</p>				
Section 1118 (c) (5)	<p>ensure that if the schoolwide program plan under Section 1114(b)(2) is <u>not satisfactory</u> 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; (Required)</p>				

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<p>Section 1118 (d) (1) <i>Shared Responsibilities for High Student Academic Achievement</i></p> <p>School shall jointly develop <u>with parents</u> of all Title I students a school-parent compact</p>	<p>Jointly develop a compact that outlines how the entire school staff, parents 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.</p> <p>See this part of section 1118 for full description of compact contents and suggestions for contents.</p>				
<p>Section 1118 (d) (2) (A)</p>	<p>include a schedule for elementary school parent-teacher conferences, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (Required)</p>				
<p>Section 1118 (d) (2) (B)</p>	<p>provide frequent reports to parents on their children's progress; (Required)</p>				
<p>Section 1118 (d) (2) (C)</p>	<p>afford parents, of children receiving Title I services, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; (Required)</p>				
<p>Section 1118 (e) (1) <i>Building Capacity for Involvement</i></p>	<p>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; (Required)</p>				

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Section 1118 (e) (2)	shall provide 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 parental involvement; (Required)				
Section 1118 (e) (3)	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; (Required)				
Section 1118 (e) (4)	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; (Required)				
Section 1118 (e) (5)	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 ; (Required)				
Section 1118 (e) (6)	may involved parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (Not Required)				

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Section 1118 (e) (7)	may provide 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; (Not Required)				
Section 1118 (e) (8)	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; (Not Required)				
Section 1118 (e) (9)	may train parents to enhance the involvement of other parents; (Not Required)				
Section 1118 (e) (10)	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; (Not Required)				
Section 1118 (e) (11)	may adopt and implement model approaches to improve parental involvement; (Not Required)				
Section 1118 (e) (12)	may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section; (Not Required)				
Section 1118 (e) (13)	may develop appropriate roles for community-based organizations and businesses in parent involvement activities; (Not Required)				
Section 1118 (e) (14)	shall provide such other reasonable support for parental involvement activities under this section as parents may request; (Required)				
Section 1118 (f) <i>Accessibility</i>	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 in the school division and in the schools; (Required)				