

Title I School Parent Involvement Policy and Plan Checklist

Each Title I school will:

- 1. Develop a Parent Advisory Committee: (Implemented by September 30)** The school will establish a parent advisory committee to assist in the review of their parent compact, development of parent involvement plan, use of parent involvement funds, and the annual review and evaluation of our school Title I program as well as the review and plan for school improvement. The school will solicit parents to serve on the committee at the start of each school year. Any parent of a student in this school is eligible to serve on this committee. The school will establish, from a list of parents willing to serve on the committee, a group of 6 to 12 parents who serve throughout the school year. Every effort will be made to make all parents aware of the efforts of this committee and solicit input from all parents concerning these efforts. The Parent Advisory Committee, or any parent, may request opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and the school respond to any such suggestions as soon as practicably possible.
- 2. Annually review the use of Title I funds and evaluation of the use of these funds: (Completed by September 30)** The school will, with consultation and input from their parents, annually review how Title I funds will be used throughout the school year. This can be done at the Back-to-School Night and a sign-in sheet should be kept and submitted to the district along with the notes and PowerPoints used during the presentation. Parents will be provided with data that supports the use of these funds and be asked for their input. Before the end of each school year parents will be provided with evaluation information/data that assesses the effectiveness of the Title I school program, staff development conducted throughout the year, and all parent involvement activities held during the year.
- 3. Facilitate regular, meaningful two-way communication: (Completed by September 30)** The school will hold an annual meeting for parent to explain Title I and what it means to them as a parent and to their student and to explain the right of parents to be involved in the school and in their child(ren)'s education. This can be done at Back-to-School Night, early in the fall. A sign-in sheet should be kept and submitted to the district along with the notes and PowerPoints used in the presentation. The school will also offer this information at meetings held at flexible and convenient times for parents. The school will provide parents a description and explanation of the curriculum, student progress measures, and the proficiency levels students are expected to meet and how to monitor a child's progress and work with educators to improve the student achievement. Curriculum, content standards, measures and proficiency levels will be highlighted in the parent newsletter monthly. The school will ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a timely manner and in a format and, to the extent practicable, in a language the parents can understand, and provide reasonable alternate formats as requested.
- 4. Annually review school Parent Involvement Plan: (Completed by September 30)** The school will, with consultation and input from their parents, annually review and when necessary, revise this school's parent involvement plan. The plan will outline how the school will work with their

parents to throughout the school year. A meeting will be held within the first month of school to review and possibly revise this plan. This plan will clearly establish when and how parents will be involved in all aspects of the Title I program.

- 5. Annually establish how Title I Parent Involvement Funds will be used: (Completed by September 30)** The school will, with consultation and input from their parents, annually develop a plan for use of any and all Title I parent involvement funds. These funds will be used to provide parents with materials, pay reasonable and necessary expenses associated with parental involvement activities (including transportation and child care costs) to enable participation in school related meetings and training, and other costs directly associated with increasing parental involvement. A plan for use of these funds should be completed at the first meeting of the school year, and be shared with all parents. Schools will use the following action plan for this step.
- 6. Dissemination: (Completed by October 1)** Schools will post this plan on their websites and provide monthly updates and upcoming events in their school newsletters. This information will also include ways that parents can be involved in the decision making of the school. A copy of each school's plan will be reviewed by the district and also available for public review at the district office. Every effort will be made to provide this information in the primary language of our parents.
- 7. Annually review our Parent/School Compact: (Completed by May 1)** The school will, with consultation and input from their parents, annually review their Parent/School compact. The compact will list the responsibilities of the student, parent/caregiver, classroom teacher, and school administrator. All parents will be annually provided copies of the parent/school compacts at the start of each school year and will be provided with opportunities for input into this document throughout the year. A meeting will be held in the spring of each year to provide parents an opportunity to review and possibly revise the current parent/school compact. Throughout the school year parent input on the parent/school compact will be solicited and used during the spring meeting in the possible revision of this document.
- 8. Coordinate and integrate the school's parent involvement programs with early childhood programs in the community and in the school: (Completed by May 1)** To the extent feasible and appropriate, the Title I consulting teacher and Special Education teacher will work with the preschool program, Head Start, and Parents as Teachers to conduct activities that encourage and support parents in more fully participating in the education of their children. At a minimum, parents in these programs will be invited to participate in Love and Logic courses as well as invited to a transition night before the start of school for parents of children transitioning to Kindergarten.
- 9. Build the capacity of school staff to work with parents: (Completed by May 1)** The school will work with the district Title I and LEP programs to train and education staff in how to reach out to, communicate with, work with parents as equal partners and build ties between the parent and the school.

10. Per district policy #2420, at least 4 parent meetings shall be held each year to include the following:

- a. Annual review of parent involvement activities and how funds will be spent.
- b. Information about programs provided under Title I.
- c. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and how the school will provide individual student academic assessment results.
- d. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
- e. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.
- f. The opportunity for parents to evaluate involvement activities and to identify barriers to greater participation. This input shall be used to inform strategies for effective parental involvement, and to revise policy as necessary.