

## Adapted from Tool 5.1: School Policy Checklist (NEW SEDL TOOLKIT\*)

Use this checklist as a tool to review your School's Title I Parental Involvement Policy. Check "A" if the item is addressed; check "N" if the item needs to be addressed.

A	N	The policy describes how the School will do the following:
<input type="checkbox"/>	<input type="checkbox"/>	Develop a parental involvement policy jointly with parents of participating children. [Title I, Part A, Section 1118(b)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide an opportunity for parents of participating children to agree on the parental involvement policy. [Title I, Part A, Section 1118(b)(4)]
<input type="checkbox"/>	<input type="checkbox"/>	Distribute the parental involvement policy to parents of participating children. [Title I, Part A, Section 1118(b)(2)]
<input type="checkbox"/>	<input type="checkbox"/>	School holds an annual parent meeting to explain Title I and the right of parents to be involved. [Title I, Part A, Section 1118(c)(1)]
<input type="checkbox"/>	<input type="checkbox"/>	Offer a flexible number of meetings, such as meetings in the morning or evening. [Title I, A, Section 1118(c)(2)]
<input type="checkbox"/>	<input type="checkbox"/>	Involve parents in the process of school review and improvement. [Title I, Part A, Section 1112 and Section 1116 and Section 1118(c)(3)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide parents of Title I children timely information about Title I programs. [Title I, A, 1118(c)(4)(A)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide parents of Title I children a description and explanation of the curriculum, academic assessments used to measure student progress, 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. [Title I, Part A, Section 1118(c)(4)(B) and Section 1118(e)(1)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide parents of Title I children, if requested, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible. [Title I, Part A, Section 1118(c)(4)(C)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide materials and training to help parents to work with their children to improve their children's achievement [Title I, Part A, Section 1118(e)(2)]
<input type="checkbox"/>	<input type="checkbox"/>	Educate teachers, principals, and staff 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 [Title I, Part A, Section 1118(e)(3)]
<input type="checkbox"/>	<input type="checkbox"/>	To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First ... and public preschool and other programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children. [Title I, Part A, Section 1118(e)(4)]
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. [Title I, Part A, Section 1118(e)(5)]
<input type="checkbox"/>	<input type="checkbox"/>	Provide such other reasonable support for parental involvement activities under this section as parents may request. [Title I, Part A, Section 1118(e)(14)]

\*Toolkit is available through SEDL at <http://www.sedl.org/connections/toolkit/#>