

On-Site Compliance Audit Checklist

Title I, Part A: School Parent Involvement Policies and Compacts

District/Charter: _____

Reviewer: _____

School: _____

Date: _____

Legislation/Regulation Authority:

According to Section 1118 (b)(1) of the ESEA, each school receiving Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents or participating children a written parent involvement policy that establishes the schools expectations for parental involvement. The policy must address all of the components listed in Section 1118 (c)-(f) of the ESEA including the development of a school-parent compact.

Intent of the Legislation/Regulation:

Schools must meet the federal requirements to ensure that:

- parents play an integral role in assisting their child's learning;
- parents are encouraged to be actively involved in their child's education at school; and
- parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Focus of Review:

Ensure that LEAs have an up-to-date parent involvement policy that includes all of the required components in Section 1118 and a school-parent compact.

Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

Location of Audit: (Check all that apply)

- LEA Office..... Excludes Charters
- Elementary School..... Excludes Charters
- Middle School Excludes Charters
- High School..... Excludes Charters
- Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

Regional Title I technical assistance sessions and guidance documents

Required School Compliance Items of Title I, Part A School Parental Involvement Policies and Compacts	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
<p><i>The parent involvement policy states how</i> the school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I and their right to be involved [Section 1118 (c)(1)]</p>	Statement(s) in LEA policy					
<p><i>The parent involvement policy states how</i> the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, transportation, child care, or home visits, as such services related to parental involvement [Section 1118 (c)(2)]</p>	Statement(s) in LEA policy					
<p><i>The parent involvement policy states how</i> the school will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program (if applicable) [Section 1118(c)(3)]</p>	Statement(s) in LEA policy					
<p><i>The parent involvement policy states how</i> the school will provide parents with</p> <ol style="list-style-type: none"> 1) timely information about programs under Title I 2) 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 3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as 	Statements in LEA policy					

<p>appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and <i>[Section 1118(c)(4)]</i></p>						
<p>The parent involvement policy states how the school will submit, if the schoolwide program plan is not satisfactory to the parents, any parent comments on the plan when the school makes the plan available to the LEA <i>[Section 1118(c)(5)]</i></p>	<p>Statement(s) in LEA policy</p>					
<p>The parent involvement policy states how the school will build the parents' capacity for strong parental involvement <i>[Section 1118(a)(2)(C)]</i> including:</p> <ol style="list-style-type: none"> 1) assisting parents of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress and work with educators to improve the academic achievement of their children <i>[Section 1118(e)(1)]</i> 2) providing materials and training to help parents work with their children to improve their achievement <i>[Section 1118(e)(2)]</i> 3) educating teachers, pupil services personnel, principals, and other staff, with the assistance of parents 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 <i>[Section 1118(e)(1)]</i> 4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with 	<p>Statements in LEA policy</p>					

<p>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 [Section 1118(e)(4)]</p> <p>5) ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable in a language the parents can understand [Section 1118(e)(5)]</p>						
<p>The school-parent compact describes the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children served under Title I, Part A to meet the State’s student academic achievement standards; [Section 1118(d)(1)]</p>	<p>Statement(s) in LEA policy</p>					
<p>The school-parent compact describes ways in which parents will be responsible for supporting their children’s learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child’s classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and [Section 1118(d)(1)]</p>	<p>Statement(s) in LEA policy</p>					
<p>The school-parent compact describes the importance of communication between teachers and parents on an ongoing basis through, at a minimum—</p>	<p>Statements in LEA policy</p>					

<p>1) Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;</p> <p>2) Frequent reports to parents on their child's progress; and</p> <p>3) Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [Section 1118(d)(2)]</p>						
<p><i>The school jointly developed, and distributed to, parents of participating children a copy of the written parent involvement policy.</i> The policy was provided in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy was also made available to the community is updated periodically to meet the changing needs of parents and the school. [Section 1118(b)(1)]</p>	<p>Evidence that policy and compacts were distributed to parents (i.e. mailing record, newsletters, handbooks, etc)</p>					