

**Program Quality Review
Title I Parent Involvement**

School Data					
LEA Code		LEA Name		Director Name	
School Code		School Name		Principal Name	
Set-Aside	Title I \$	Year of Improvement		Date of Review	

Feedback
Commendations:
Concerns:
Recommendations:

I. School Parent Involvement Plan: Has the written plan been developed and communicated with all stakeholders to support effective parent involvement?		
Quality Requirement	Quality Indicators	Comments
Title I schools jointly develop with parents of participating children a written parental involvement policy, agreed on by such parents, that shall describe how the school will implement the LEA Parent Involvement Policy. [SEC 1118(b)(1)]	How are parent involvement programs, activities, and procedures planned and implemented with meaningful consultation with parents of participating children? <ul style="list-style-type: none"> • Agendas/Minutes of meetings (e.g., parents, community, school improvement team, etc.) • Sign-in sheets 	
The school plan is disseminated to families of students in Title I programs. [SEC 1118(b)(1)]	How is the written plan shared with parents? <ul style="list-style-type: none"> • Parent communications • Agendas/minutes of meetings • Sign-in Sheets 	
The plan is made available to the local community and updated periodically to meet the changing needs of parents and the school. [SEC 1118(b)(1)]	What process ensures that the school plan reflects current needs and plans to address those needs? <ul style="list-style-type: none"> • Parent Involvement Plan • List of parent involvement committee members • Agendas/Minutes of meetings 	
The plan is written in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. [SEC 1118(b)(1)]	Is the plan written in such a way that parents can understand what the school plans to do to involve them? <ul style="list-style-type: none"> • Parent Involvement Plan • Interview with parents 	

II. Parent Opportunities: Are parents provided with meaningful opportunities to engage in supporting the academic achievement of their children?		
Quality Requirement	Quality Indicators	Comments
Title I schools convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. [SEC 1118(c)(1)]	<p>How are parents informed of their school's participation in the Title I program?</p> <p>Are Title I requirements explained?</p> <p>Are parents informed of their rights to be involved?</p> <ul style="list-style-type: none"> • Parent communications/notifications • Agendas/minutes of the annual/open meeting • Sign-in sheets • Materials used at the meeting 	
The school offers a flexible number of meetings and services relate to parental involvement. [SEC 1118(c)(2)]	<p>When are meetings offered such as meetings in the morning or evening, to encourage parent attendance?</p> <p>What services are provided to parents such as transportation, childcare, or home visits, to encourage parent participation?</p> <ul style="list-style-type: none"> • Schedule of meetings • Sample parent communications • Agendas/materials from meetings • Sign-in sheets • Teacher home visit logs 	
The school includes an adequate representation of parents of students in the school in the planning, review, and improvement of programs and plans of the schools. [SEC 1118(c)(3)]	<p>What process is in place to ensure that parents are provided with an opportunity to participate in an organized, ongoing, and timely way?</p> <ul style="list-style-type: none"> • School Improvement Team rosters 	

	<ul style="list-style-type: none"> • Schedule/announcements of meetings • Agendas/minutes of meetings • Interview with parents 	
<p>The school jointly develops with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. [SEC 1118(d)]</p>	<p>How does the compact describe the means by which the school and parents will build and develop a partnership to help children achieve?</p> <ul style="list-style-type: none"> • Sample signed parent compacts • Agendas/schedules of meetings to discuss shared responsibility 	
<p>The school addresses the importance of communication between teachers and parents on an ongoing basis. [SEC 1118(d)(2)]</p>	<p>How often are parent-teacher conferences conducted?</p> <p>How frequently are reports provided to parents on their children's progress?</p> <p>What opportunities do parents have to access staff, volunteer and participate in their child's class, and observe classroom activities?</p> <ul style="list-style-type: none"> • Communication to parents • Parent-teacher conference schedules • Minutes of conferences/sign-in sheets • Volunteer logs 	

III. Building Capacity for Involvement: Does the school effectively support a partnership among staff, parents, and the community?		
Quality Requirement	Quality Indicators	Comments
The school provides assistance to parents in understanding such topics related to academic achievement of their students. [SEC 1118(e)(1)]	<p>How does the school ensure parents understand the State's standards for content, achievement, and State and local assessments?</p> <p>How does the school train parents on how to monitor a child's progress and work with educators?</p> <ul style="list-style-type: none"> • Communication to parents • Parent-teacher conference schedules • Minutes of conferences/sign-in sheets • Agendas/minutes of meetings • Interview with parents 	
The school provides materials and training to help parents to work with their children. [SEC 1118(e)(2)]	<p>What training opportunities are provided to improve their children's achievement?</p> <ul style="list-style-type: none"> • Written parent involvement policy/plan • Schedule of training opportunities • Sample materials from training such as literacy training and using technology 	
The school educates school staff on the value and utility of parent involvement. [SEC 1118(e)(3)]	<p>Does staff training include teachers, pupil services personnel, principals, and other staff?</p> <p>How does training educate staff in how to reach out to, communicate with, and work with parents as equal partners?</p> <ul style="list-style-type: none"> • Professional development plan • Schedule of training opportunities • Agenda/Sign-in sheets • Sample materials from training 	
The school provides information to parents related to school and parent programs,	How does the school ensure that parents receive communication that is	

<p>meetings, and other activities in a format and, to the extent practicable, in a language the parents can understand. [SEC 1118(e)(5)]</p>	<p>understandable?</p> <p>How does the school ensure that parents with limited English proficiency, parents with disabilities, and parents of migratory children have a full opportunity to participate?</p> <ul style="list-style-type: none"> • Sample parent communications 	
<p>The school provides reasonable support for parental involvement activities if parents request the support. [SEC 1118(e)(14)]</p>	<p>What process is in place for parents to communicate to the school a request for support?</p> <ul style="list-style-type: none"> • Sample parent communications 	

Sample Parent Interview Questions

- How were you selected to participate in this interview?
- How does the school encourage parents to get involved?
- How and when were you provided with the school's parent involvement plan?
- In what ways, and how often, does the school communicate with the family?
- How do you usually communicate with teachers (e.g., phone, email, etc.)?
- Does the district and/or school provide trainings, workshops or courses to help you as parents better understand the school and/or your child's education?
- Other than your student's report card, how are you notified about your student's progress in meeting the standards?