

FROM COMPLIANCE TO EFFECTIVE PRACTICES!

Strengthening Parent Involvement in Pennsylvania's Schools & Districts



Assessing Our Parent Involvement Practices


SCORING RUBRIC



PENNSYLVANIA DEPARTMENT OF EDUCATION

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SCORING TEMPLATE FOR ASSESSING PARENT INVOLVEMENT PRACTICES

Section		Rating					
		0	1	2	3	4	5
A	1111(h)(6)(A), Guidance C-6- LEA notifies parents of all children in all Title I schools of their right to request, and receive, timely information regarding the professional qualification of their children's classroom teachers and paraprofessionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B	Sec. 1111(h)(6)(B)(ii), Guidance D-3- LEA notifies the parents of children who have received four or more consecutive weeks of instruction from a teacher not meeting the definition of "highly qualified" regarding the teacher's professional qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	Sec. 1118(a)(3); Sec 1118(a)(3)(c)- LEA has reserved 1% of their Title I allocation - if their allocation is \$500,000 or more - for parent involvement activities AND has distributed 95% of the 1% set-aside amount to Title I schools to fulfill Title I parent involvement requirements. (If LEA receives less than \$500,000 for Title I, then response to this question is NA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	Sec. 1118(a)(3)(b)- School staff include Title I parents in decisions on how to spend their portion of the parent involvement set-aside funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E	Sec. 1118(a)(2)- LEA has developed, with the involvement of Title I parents, an LEA Parent Involvement Policy. (Note that districts may use an existing LEA policy as long as it includes all components of the Section 1118 - see checklist.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E ¹	Sec. 1118(a)(2)- LEA has distributed the LEA parent policy to Title I parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Sec. 1118(a)(2)(A)- LEA includes Title I parents during the development of their Title I plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Sec. 1118(a)(2)(B)- LEA provides coordination, technical assistance and other support to Title I schools in planning and implementing effective parent involvement programs to improve academic achievement and school performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H	Sec. 1118(a)(2)(C) LEA provides coordination, technical assistance and other support to Title I schools in planning and implementing effective parent involvement programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I	Sec. 1118(a)(2)(c)- LEA builds the schools' and parents' capacity for strong parent involvement through (2) providing materials and training to help parents to work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ¹	Sec. 1118(a)(2)(c)- LEA builds the schools' and parents' capacity for strong parent involvement through (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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ²	Sec. 1118(a)(2)(c)- LEA builds the schools' and parents' capacity for strong parent involvement through (4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading first, Early Reading First, Even Start, the Home Instructions Programs for Preschool Youngsters, the Parents and 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ³	Sec. 1118(a)(2)(c)- LEA builds the schools' and parents' capacity for strong parent involvement through (5) ensuring that information related to school and parent programs, meetings, and other activities is sent to Title I parents in a format and, to the extent practicable, in a language the parents can understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J	Sec. 1118(b)- Each Title I school has developed, with the involvement of Title I parents, a school level parent involvement policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K	Sec. 1118(b)(1)- Each Title I school ensures the school-level parent involvement policy is distributed to all Title I parents and makes it available to the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K ¹	Sec. 1118(b)(1)- Each school updates its school policy, in conjunction with Title I parents, periodically to meet the changing needs of parents and the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	Sec. 1118(c)(1)(e)- Each Title I school convenes an annual meeting for Title I parents, at a convenient time, which all Title I parents shall be invited and encouraged to attend, to inform parents of their schools' participation under Title I and to explain the requirements of Title I and the right of the parent to be involved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	Sec. 1118(c)(2)- Each Title I school offers a flexible number of meetings, such as in the morning or evening, and may also provide transportation, child care or home visits with Title I funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N	Sec. 1118(c)(3)- Each Title I school involves parents, in an organized, ongoing and timely way - in the planning, review and improvement of Title I parent policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N ¹	Sec. 1118(c)(3)- Each Title I school involves parents, in an organized, ongoing and timely way - in the planning, review and improvement of school-wide programs, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O	Sec. 1118(c)(4)(A)- Each Title I school provides Title I parents timely information about Title I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P	Sec. 1118(c)(4)(B)- Each Title I school provides Title I parents a description of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q	Sec. 1118(c)(4)(c)- Each Title I school provides Title I parents (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 such suggestions as soon as practicably possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R	Sec. 1118(d)- Each Title I school jointly developed with Title I parents a school-parent compact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School/District: _____ Your Name: _____ Date: _____

A	Sec. 1111(h)(6)(A), Guidance C-6					
	LEA notifies parents of all children in all Title I schools of their right to request, and receive, timely information regarding the professional qualification of their children's classroom teachers and paraprofessionals including the SEA's complaint procedures regarding issues of violation. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School					
	BELOW BASIC-0 <input type="checkbox"/> LEA is not able to produce evidence of notifying parents; parents have no knowledge of this right	BELOW BASIC-1 <input type="checkbox"/> LEA reports that parents are notified, but cannot show documentation; parents are aware of the requirement.	BASIC-2 <input type="checkbox"/> LEA has evidence of notification, but it was not sent to all parents (just Title I), or means of distributing information does not ensure that ALL parents have been notified.	PROFICIENT-3 <input type="checkbox"/> LEA can provide evidence of notifying all parents of all children in Title I buildings.	PROFICIENT PLUS-4 <input type="checkbox"/> LEA attempts to notify all parents in Title I school buildings using a variety of methods, such as mail, website, public announcement, etc.	ADVANCED-5 <input type="checkbox"/> LEA notifies all parents in all school buildings in a variety of formats.
B	Sec. 1111(h)(6)(B)(ii), Guidance D-3					
	LEA notifies the parents of children who have received four or more consecutive weeks of instruction from a teacher not meeting the definition of "highly qualified" regarding the teacher's professional qualifications. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School					
	BELOW BASIC-0 <input type="checkbox"/> LEA is not able to produce evidence of notifying parents; parents have no knowledge of this right.	BELOW BASIC-1 <input type="checkbox"/> LEA reports that parents are notified, but cannot show documentation; parents are aware of the requirement.	BASIC-2 <input type="checkbox"/> LEA has evidence of notification, but it was not sent to all parents (just Title I), or means of distributing information does not ensure that ALL parents have been notified.	PROFICIENT-3 <input type="checkbox"/> LEA can provide evidence of notifying all parents of all children in Title I buildings and parents are aware of this requirement.	PROFICIENT PLUS-4 <input type="checkbox"/> LEA attempts to notify all parents in Title I buildings using a variety of methods, such as mail, website, public announcement, etc.	ADVANCED-5 <input type="checkbox"/> LEA notifies all parents in all school buildings in a variety of formats.
C	Sec. 1118(a)(3); Sec 1118(a)(3)(c)					
	LEA has reserved 1% of their Title I allocation - if their allocation is \$500,000 or more – for parent involvement activities AND has distributed 95% of the 1% set-aside amount to Title I schools to fulfill Title I parent involvement requirements. (If LEA receives less than \$500,000 for Title I, then response to this question is NA) <input checked="" type="checkbox"/> District <input type="checkbox"/> School					
	BELOW BASIC-0 <input type="checkbox"/> LEA is not able to produce evidence of 1% set-aside.	BELOW BASIC-1 <input type="checkbox"/> LEA has set aside 1% for parent involvement, but has not distributed 95% of the set aside amount to buildings. No evidence of parent input.	BASIC-2 <input type="checkbox"/> LEA has set aside 1% for parent involvement and has distributed 95% of the set aside amount to buildings, but building principals are not aware of the set aside or requirements. No evidence of parent input.	PROFICIENT-3 <input type="checkbox"/> LEA can document the 1% set-aside through approved budgets and can show a formula by which the 95% of the funds were determined and distributed to schools. Parents were included in the decision-making process. School staff are aware of the set aside and requirements.	PROFICIENT PLUS-4 <input type="checkbox"/> All of #3 plus LEA sets aside more than 1% for parent involvement activities.	ADVANCED-5 <input type="checkbox"/> All of #3 or #4 plus LEA conducts various district level parent activities in addition to the basic 1% set aside and makes additional funds available upon request by parents and school staff.

D	Sec. 1118(a)(3)(b) School staff include Title I parents in decisions on how to spend their portion of the parent involvement set-aside funds.					<input type="checkbox"/> District <input checked="" type="checkbox"/> School
BELOW BASIC-0 <input type="checkbox"/> School staff have no knowledge or the set aside.	BELOW BASIC-1 <input type="checkbox"/> School staff are aware of the set aside but have not involved Title I parents in the decisions on how the funds are spent or have spent the set aside on activities and programs determined by the staff only.	BASIC-2 <input type="checkbox"/> School staff have determined how the funds could best be spent and have presented their ideas to parents to get an OK or sign off. Parents are not aware they need to be part of the decision-making process.	PROFICIENT-3 <input type="checkbox"/> School can document parent input in building parent involvement expenditures through meeting minutes, sign in sheets, emails, correspondence, etc. Parent interviews verify that parents are aware of the parent involvement budget and had input on decisions on how the funds were spent.	PROFICIENT PLUS-4 <input type="checkbox"/> Parents may request additional activities throughout the school year.	ADVANCED-5 <input type="checkbox"/> Building staff provides additional parent involvement funds through other funding sources to meet the needs of parents, if necessary.	
E	Sec. 1118(a)(2) LEA has developed, with the involvement of Title I parents, an LEA Parent Involvement Policy. (Note that districts may use an existing LEA policy as long as it includes all components of the Section 1118 - see checklist.)					<input type="checkbox"/> District <input checked="" type="checkbox"/> School
BELOW BASIC-0 ⊕ No LEA (district-level) parent policy in place.	BELOW BASIC-1 ⊕ DOES NOT APPLY	BASIC-2 ⊕ DOES NOT APPLY	PROFICIENT-3 ⊕ LEA has a board approved parent policy that applies to all Title I parents in the district and includes all the appropriate components of Section 1118. Policy has been updated within the last 12 months with input from Title I parents. The description of the process for including parents is included in the LEA Parent Policy.	PROFICIENT PLUS-4 ⊕ DOES NOT APPLY	ADVANCED-5 ⊕ DOES NOT APPLY	
E¹	Sec. 1118(a)(2) LEA has distributed the LEA parent policy to Title I parents.					<input checked="" type="checkbox"/> District <input type="checkbox"/> School
BELOW BASIC-0 <input type="checkbox"/> No evidence of distribution	BELOW BASIC-1 <input type="checkbox"/> DOES NOT APPLY	BASIC-2 <input type="checkbox"/> DOES NOT APPLY	PROFICIENT-3 <input type="checkbox"/> LEA has evidence that the LEA policy has been distributed to all Title I parents.	PROFICIENT PLUS-4 <input type="checkbox"/> LEA uses the Title I policy as the policy for the whole district, not just Title I and distributes the policy to all parents.	ADVANCED-5 <input type="checkbox"/> DOES NOT APPLY	

F						
Sec. 1118(a)(2)(A)						<input checked="" type="checkbox"/> District <input type="checkbox"/> School
BELOW BASIC-0	BELOW BASIC-1	BASIC-2	PROFICIENT-3	PROFICIENT PLUS-4	ADVANCED-5	
<input type="checkbox"/> LEA has no documentation indicating that Title I parents were included during the development of the Title I application.	<input type="checkbox"/> LEA has documentation that parents were invited to participate, but no evidence of actual participation. No written process for including parents is included in the LEA Policy.	<input type="checkbox"/> LEA has documentation that parents were invited to participate and did; however, the district simply provided the parents a copy of an already approved or completed plan and asked the parents to sign off on the plan with no opportunity for input. No written process included in LEA Policy.	<input type="checkbox"/> LEA has evidence of Title I parent participation in the development of their Title I plan for the year. Evidence includes invitations, sign in sheets, agendas, etc. The process for including parents is included in the LEA Parent Policy.	<input type="checkbox"/> DOES NOT APPLY	<input type="checkbox"/> DOES NOT APPLY	
G						
Sec. 1118(a)(2)(B)						<input checked="" type="checkbox"/> District <input type="checkbox"/> School
LEA provides coordination, technical assistance and other support to Title I schools in planning and implementing effective parent involvement programs to improve academic achievement and school performance.						
BELOW BASIC-0	BELOW BASIC-1	BASIC-2	PROFICIENT-3	PROFICIENT PLUS-4	ADVANCED-5	
<input type="checkbox"/> No evidence of coordination, technical assistance and/or support to Title I schools.	<input type="checkbox"/> LEA has documentation that schools were notified that they must do parent involvement, but nothing else to suggest that further action occurred.	<input type="checkbox"/> LEA has documentation of school-level parent involvement activities, but no evidence of coordination, TA or other support from the LEA. Activities for parents are not easily linked improved student achievement or school improvement.	<input type="checkbox"/> LEA has met with school staff to discuss parent involvement and how the LEA can support the schools in implementing their parent involvement plans. Activities at the school level are linked to student achievement and/or school improvement.	<input type="checkbox"/> LEA invites Title I parents to participate in training sessions with school staff.	<input type="checkbox"/> LEA solicits input from Title I parents to develop the training sessions for schools staff and/or uses parents as facilitators during the training session in order to open the doors of communication between parents and school staff.	
H						
Sec. 1118(a)(2)(C)						<input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School
LEA provides coordination, technical assistance and other support to Title I schools in planning and implementing effective parent involvement programs.						
BELOW BASIC-0	BELOW BASIC-1	BASIC-2	PROFICIENT-3	PROFICIENT PLUS-4	ADVANCED-5	
<input type="checkbox"/> No evidence of compliance.	<input type="checkbox"/> LEA has documentation that schools were notified that they must provide some of this information to parents, but no evidence of LEA-level training or materials to accomplish the task.	<input type="checkbox"/> LEA has documentation that schools were notified of the need to share this information with parents and provided examples and materials for the school to use. However, no documentation exists that the schools actual completed the task.	<input type="checkbox"/> LEA has ensured that school staff are comfortable with discussing these topics with parents through such means as staff development, faculty meetings, training, etc.	<input type="checkbox"/> LEA invites Title I parents to participate in training sessions with school staff.	<input type="checkbox"/> LEA solicits input from Title I parents to develop the training sessions for schools staff and/or uses parents as facilitators during the training session in order to open the doors of communication between parents and school staff.	

Sec. 1118(a)(2)(c)						
	LEA builds the schools' and parents' capacity for strong parent involvement through (2) providing materials and training to help parents to work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parent involvement. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/> No evidence of compliance.	BELOW BASIC-1 <input type="checkbox"/> LEA has documentation that schools were notified that they must provide some of this information to parents, but no evidence of LEA-level training or materials to accomplish the task.	BASIC-2 <input type="checkbox"/> LEA has documentation that schools were notified of the need to share this information with parents and provided examples and materials for the school to use. However, no documentation exists that the schools actual completed the task.	PROFICIENT-3 <input type="checkbox"/> LEA has provided materials and training for school staff on working with parents; developed, as appropriate, training and workshops for Title I parents on such topics as technology, how to help their children succeed, etc. As appropriate, LEA uses Title I for adult literacy to help those Title I parents who may not be able to read themselves.	PROFICIENT PLUS-4 <input type="checkbox"/> LEA invites Title I parents to participate in training sessions with school staff.	ADVANCED-5 <input type="checkbox"/> LEA solicits input from Title I parents to develop the training sessions for schools staff and/or uses parents as facilitators during the training session in order to open the doors of communication between parents and school staff.	
Sec. 1118(a)(2)(c)						
1	LEA builds the schools' and parents' capacity for strong parent involvement through (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. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/> No evidence of compliance.	BELOW BASIC-1 <input type="checkbox"/> DOES NOT APPLY	BASIC-2 <input type="checkbox"/> DOES NOT APPLY	PROFICIENT-3 <input type="checkbox"/> LEA has met with school staff to discuss the parent involvement requirements under Title I and develop strategies and provide training for school staff on how to work with parents.	PROFICIENT PLUS-4 <input type="checkbox"/> LEA invites Title I parents to participate in training sessions with school staff.	ADVANCED-5 <input type="checkbox"/> LEA solicits input from Title I parents to develop the training sessions for schools staff and/or uses parents as facilitators during the training session in order to open the doors of communication between parents and school staff.	
Sec. 1118(a)(2)(c)						
2	LEA builds the schools' and parents' capacity for strong parent involvement through (4) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading first, Early Reading First, Even Start, the Home Instructions Programs for Preschool Youngsters, the Parents and 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. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/> Programs exist but no evidence of coordination – everyone “does their own thing”.	BELOW BASIC-1 <input type="checkbox"/> Limited coordination with a few programs, but not all.	BASIC-2 <input type="checkbox"/> Full coordination with a few programs, but not all.	PROFICIENT-3 <input type="checkbox"/> LEA coordinates the parent involvement requirements under Title I with other programs to ensure that there is no overlap or duplication of parent involvement activities in order to maximize the usage of funds for parent involvement and to provide the maximum variety for parents.	PROFICIENT PLUS-4 <input type="checkbox"/> DOES NOT APPLY	ADVANCED-5 <input type="checkbox"/> DOES NOT APPLY	

I3	<p align="center">Sec. 1118(a)(2)(c)</p> <p>LEA builds the schools' and parents' capacity for strong parent involvement through (5) ensuring that information related to school and parent programs, meetings, and other activities is sent to Title I parents in a format and, to the extent practicable, in a language the parents can. <input checked="" type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p>BELOW BASIC-0</p> <p><input type="checkbox"/></p> <p>No evidence of compliance.</p>	<p>BELOW BASIC-1</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p>BASIC-2</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p>PROFICIENT-3</p> <p><input type="checkbox"/></p> <p>LEA provides information for Title I parents in an understandable format and language - written without education jargon and at a level that is understandable by the majority of your parents. If parents do not speak English, critical materials are translated into a language that the parents can understand.</p>	<p>PROFICIENT PLUS-4</p> <p><input type="checkbox"/></p> <p>LEA provides materials in a variety of formats (written, spoken) to meet the needs of all parents.</p>	<p>ADVANCED-5</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	
J	<p align="center">Sec. 1118(b)</p> <p>Each Title I school has developed, with the involvement of Title I parents, a school level parent involvement policy. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p>BELOW BASIC-0</p> <p><input type="checkbox"/></p> <p>No evidence of school policy in one or more Title I schools. (Exception: If District has a school-level parent policy, that policy may be amended to include the requirements in this section.)</p>	<p>BELOW BASIC-1</p> <p><input type="checkbox"/></p> <p>School policy exists but it has not been updated within the last 3 or more years.</p>	<p>BASIC-2</p> <p><input type="checkbox"/></p> <p>School policy exists, but has not been updated within the last 1-2 years or has not included input from Title I parents.</p>	<p>PROFICIENT-3</p> <p><input type="checkbox"/></p> <p>Each Title I school has a parent policy that includes the components required in Section 1118. School policy has been updated within the last 12 months with input from Title I parents.</p>	<p>PROFICIENT PLUS-4</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p>ADVANCED-5</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	
K	<p align="center">Sec. 1118(b)(1)</p> <p>Each Title I school ensures the school-level parent involvement policy is distributed to all Title I parents and makes it available to the community. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p>BELOW BASIC-0</p> <p><input type="checkbox"/></p> <p>No evidence of distribution.</p>	<p>BELOW BASIC-1</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p>BASIC-2</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p>PROFICIENT-3</p> <p><input type="checkbox"/></p> <p>Each Title I school can provide evidence that the school policy was distributed to all parents and has been made available to the community.</p>	<p>PROFICIENT PLUS-4</p> <p><input type="checkbox"/></p> <p>Policy is distributed in a variety of formats to parents and the community.</p>	<p>ADVANCED-5</p> <p><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	

K ¹	Sec. 1118(b)(1)					
	Each updates its school policy, in conjunction with Title I parents, school periodically to meet the changing needs of parents and the school. <input type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/>	BELOW BASIC-1 <input type="checkbox"/>	BASIC-2 <input type="checkbox"/>	PROFICIENT-3 <input type="checkbox"/>	PROFICIENT PLUS-4 <input type="checkbox"/>	ADVANCED-5 <input type="checkbox"/>	
No evidence of the school policies being reviewed and updated within the past 12 months.	Policy updated 3 or more years ago. No input from Title I parents.	Policy updated 1-2 years ago or more recently without input from Title I parents.	Documentation exists that shows that the school policy was updated within the last 12 months with input from Title I parents.	DOES NOT APPLY	DOES NOT APPLY	
L	Sec. 1118(c)(1)(e)					
	Each Title I school convenes an annual meeting for Title I parents, at a convenient time, which all Title I parents shall be invited and encouraged to attend, to inform parents of their schools' participation under Title I and to explain the requirements of Title I and the right of the parent to be involved in the school improvement plan development. <input type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/>	BELOW BASIC-1 <input type="checkbox"/>	BASIC-2 <input type="checkbox"/>	PROFICIENT-3 <input type="checkbox"/>	PROFICIENT PLUS-4 <input type="checkbox"/>	ADVANCED-5 <input type="checkbox"/>	
No evidence of an annual meeting being held for Title I parents.	DOES NOT APPLY	Title I meeting is held late in the school year, thus prohibiting parents from making decisions to become involved or to have their child participate in Title I.	Documentation exists - including letters, invitations, flyers, agenda, sign-in sheets, etc. - to verify that each school conducted at least one annual meeting for Title I parents. Agenda includes Title I as a topic.	DOES NOT APPLY	DOES NOT APPLY	
M	Sec. 1118(c)(2)					
	Each Title I school offers a flexible number of meetings, such as in the morning or evening, and may also provide transportation, child care or home visits with Title I funds. <input type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/>	BELOW BASIC-1 <input type="checkbox"/>	BASIC-2 <input type="checkbox"/>	PROFICIENT-3 <input type="checkbox"/>	PROFICIENT PLUS-4 <input type="checkbox"/>	ADVANCED-5 <input type="checkbox"/>	
No evidence of flexibility in meeting times and the number of meetings offered.	DOES NOT APPLY	DOES NOT APPLY	Documentation exists - including letters, invitations, flyers, agendas, sign-in sheets, etc. - to verify meetings are held at various times or multiple times to best meet the needs of Title I parents.	Documentation includes notices that offer transportation, child care or the school offers home visits to parents that cannot attend the meetings.	Staff make extraordinary efforts to make it possible for Title I parents to attend the meetings (including volunteering time to do home visits or summer visits, etc.).	

N	<p align="center">Sec. 1118(c)(3)</p> <p>Each Title I school involves parents, in an organized, ongoing and timely way – in the planning, review and improvement of Title I parent policies. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p align="center">BELOW BASIC-0</p> <p align="center"><input type="checkbox"/></p> <p>No evidence of including Title I parents in the planning, review and improvement of Title I parent policies.</p>	<p align="center">BELOW BASIC-1</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">BASIC-2</p> <p align="center"><input type="checkbox"/></p> <p>Evidence exists of including parents, but plan is not included in the school policy.</p>	<p align="center">PROFICIENT-3</p> <p align="center"><input type="checkbox"/></p> <p>School has documentation, including letters, invitations, agendas and sign in sheets to show evidence that Title I parents are involved in the planning and review of Parent Policies.</p>	<p align="center">PROFICIENT PLUS-4</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">ADVANCED-5</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	
N ¹	<p align="center">Sec. 1118(c)(3)</p> <p>Each Title I school involves parents, in an organized, ongoing and timely way – in the planning, review and improvement of school-wide programs, where applicable. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p align="center">BELOW BASIC-0</p> <p align="center"><input type="checkbox"/></p> <p>No evidence of including Title I parents in the planning, review and improvement of school-wide programs (if no SWP, then N/A).</p>	<p align="center">BELOW BASIC-1</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">BASIC-2</p> <p align="center"><input type="checkbox"/></p> <p>Evidence exists of including parents, but plan is not included in the school policy.</p>	<p align="center">PROFICIENT-3</p> <p align="center"><input type="checkbox"/></p> <p>School has documentation, including letters, invitations, agendas and sign in sheets to show evidence that Title I parents are involved in the planning and review of school-wide programs.</p>	<p align="center">PROFICIENT PLUS-4</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">ADVANCED-5</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	
O	<p align="center">Sec. 1118(c)(4)(A)</p> <p>Each Title I school provides Title I parents timely information about Title I. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p align="center">BELOW BASIC-0</p> <p align="center"><input type="checkbox"/></p> <p>No evidence of providing Title I parent with information about Title I.</p>	<p align="center">BELOW BASIC-1</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">BASIC-2</p> <p align="center"><input type="checkbox"/></p> <p>Parents are provided information, but often after-the-fact or very near deadlines.</p>	<p align="center">PROFICIENT-3</p> <p align="center"><input type="checkbox"/></p> <p>School has documentation to verify that information is shared with parents regarding Title I in a reasonable timeframe.</p>	<p align="center">PROFICIENT PLUS-4</p> <p align="center"><input type="checkbox"/></p> <p>The definition of “timely” as agreed upon by staff and parents is included in the school policy.</p>	<p align="center">ADVANCED-5</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	
P	<p align="center">Sec. 1118(c)(4)(B)</p> <p>Each Title I school provides Title I parents a description of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet. <input type="checkbox"/> District <input checked="" type="checkbox"/> School</p>					
<p align="center">BELOW BASIC-0</p> <p align="center"><input type="checkbox"/></p> <p>No evidence of these items being discussed with Title I parents.</p>	<p align="center">BELOW BASIC-1</p> <p align="center"><input type="checkbox"/></p> <p>Does not apply</p>	<p align="center">BASIC-2</p> <p align="center"><input type="checkbox"/></p> <p>Parents verify they have been provided a description of the curriculum, assessments, etc., but no documentation exists to support their claim.</p>	<p align="center">PROFICIENT-3</p> <p align="center"><input type="checkbox"/></p> <p>School has documentation of the method used to explain the curriculum (meeting agendas, print materials, etc.), assessments and proficiency levels.</p>	<p align="center">PROFICIENT PLUS-4</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	<p align="center">ADVANCED-5</p> <p align="center"><input type="checkbox"/></p> <p>DOES NOT APPLY</p>	

Sec. 1118(c)(4)(c)						
Q	Each Title I school provides Title I parents (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 such suggestions as soon as practicably possible. <input type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/> No policy exists for parents to request these items.	BELOW BASIC-1 <input type="checkbox"/> DOES NOT APPLY	BASIC-2 <input type="checkbox"/> Parents indicate they are aware of the process to request meetings or to provide suggestions, but no documentation of the process exists.	PROFICIENT-3 <input type="checkbox"/> School has documentation of the process Title I parents will follow to request meetings or to provide suggestions relating to the Title I program. Process is also explained for Title I parents to participate on committees, etc., that directly relate to the education of their children. Process includes a timeframe for response by the school staff.	PROFICIENT PLUS-4 <input type="checkbox"/> DOES NOT APPLY	ADVANCED-5 <input type="checkbox"/> DOES NOT APPLY	
Sec. 1118(d)						
R	Each Title I school jointly developed with Title I parents a school-parent compact. <input type="checkbox"/> District <input checked="" type="checkbox"/> School					
BELOW BASIC-0 <input type="checkbox"/> One or more Title I schools do not have a school-parent compact.	BELOW BASIC-1 <input type="checkbox"/> Compacts exist but there is no evidence that Title I parents were included in the development of the compacts and/or the LEA developed a compact with no parent input and disseminated to the Title I schools to use.	BASIC-2 <input type="checkbox"/> Compacts are available in each Title I school, but no evidence exists to document that it is reviewed, evaluated and updated periodically.	PROFICIENT-3 <input type="checkbox"/> Each compact describes (1) the school's responsibility and the parent's responsibility to enable children to meet the State's academic standards, (2) the importance of communication between teachers and parents on an ongoing basis, (3) If a Title I elementary school, compacts are discussed, at least annually, during a parent-teacher conference as it relates to the individual child's achievement; (4) includes how schools provides frequent reports to parents on their child's progress and (5) includes how school provides reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. LEA has evidence that Title I parents were included in the development and review of the compact and that it is updated periodically.	PROFICIENT PLUS-4 <input type="checkbox"/> Includes all components in 3 plus compacts are discussed multiple times throughout the school year; students and/or community members are included in the process.	ADVANCED-5 <input type="checkbox"/> Includes all components in 4 plus evidence that the compact is used as an action plan for effective and engaging parent involvement at the school through such means as soliciting additional community/LEA support, etc.	