

## SCHOOL TITLE I PARENT INVOLVEMENT POLICY CHECKLIST

School Name: \_\_\_\_\_Jemez Valley High School

Date: \_\_\_\_\_9/21/09\_\_\_\_\_

District Name: \_\_\_\_\_Jemez Valley Public Schools

State Title I Administrator: Art Martinez

*The Title I Parent Involvement section of the No Child Left Behind Act (NCLB) requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children.*

**Evidence that the school parent involvement policy [Section 1118 (b) (1)-(4) ]:**

- X was jointly developed with parents (sign in sheet, agenda, notes)       states that if district consolidated application for Title I is **not** satisfactory to the parents of participating children, the school district will submit any parent comments with the consolidated application when the school district submits the consolidated application to New Mexico Public Education Department
- X was distributed to parents of participating children, to the extent practicable in a format and language parents can understand
- X was provided to the local community
- \* *The above items are generally monitored during site visits*

SCHOOL POLICY REQUIREMENTS [Section 1118 (c) (1)(2)(3)(4)(5)(6)]: <i>The parent involvement policy states <u>how</u> the school...</i>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	Note Location in Policy:
<b>1. will convene an annual meeting</b> , 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 under this part and to explain the requirements of this part, and the right of the parents to be involved <b>September 21, 2009</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>2. will offer a flexible number</b> of meetings, such as meetings in the morning or evening <b>Sept. 21 – 6:00 pm</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>3. will involve parents, in an organized</b> , ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and; <b>3.1 will the jointly develop the schoolwide</b> program plan under section 1114(b)(2), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children <b>Parent Advisory Committee meeting fourth Thursday of each month</b>	<input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>4. will provide parents of participating children —</b>		
<b>4.1 timely information</b> about programs under this part <b>HS website, newsletters included with weekly Progress Reports</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>4.2 description and explanation</b> 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 <b>In progress: teachers developing syllabi, district preparing Curriculum Maps for all subject areas that will be available on the district website “www.jvps.org”</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	

<p><b>4.3 if requested by parents</b>, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible <b>Mr. DeWees has an open-door policy; parents are welcome at any time. Parents are also invited to email Mr. DeWees at any time at ldewees@jvps.org</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>SCHOOL POLICY REQUIREMENTS CONTINUED</b>  <i>The parent involvement policy states <u>how</u> the school...</i></p>	<p>Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.</p>	<p><b>Note Location in Policy:</b></p>
<p><b>5. if the schoolwide program plan</b> under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district</p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT-</b> As a component of the school-level parental involvement policy, each school served under this part shall jointly develop with parents for all children served under this part a <b>school-parent compact</b> that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards <b>see Dr. Susan Wilkinson-Davis</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>Such Compact Shall-</b></p>		
<p><b>6.1 Describe the schools responsibility to</b> provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State's student academic achievement standards <b>Located in school handbook which all parents and students read and sign.</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.1.1 Ways in which each parent will</b> be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and the television watching; volunteering in their child's classroom <b>see Parent Handbook</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.1.2 Ways in which parents will</b> participate, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time <b>see Parent Handbook</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.2 Address the importance of communication</b> between teachers and parents on an ongoing basis through, at a minimum-</p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.2.1 Parent-teacher conferences</b> in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement <b>This is part of the Mentor Program.</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.2.2 Frequent Reports</b> to parents on their children's progress <b>Weekly Progress Reports are issued.</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>6.2.3 Reasonable access to staff</b>, opportunities to volunteer and participate in their child's class, and observation of classroom activities <b>Open door policy includes access to parents upon prior arrangements.</b></p>	<p><input checked="" type="checkbox"/> yes <input type="checkbox"/> no</p>	
<p><b>REQUIRED POLICY ACTIVITIES:</b>  <b>e. BUILDING CAPACITY FOR INVOLVEMENT-</b> To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (1) - (5), (14)]</p>	<p>Yes indicates evidence of the policy requirement and a description of how the activity will</p>	<p><b>Note Location in Policy:</b></p>

	be implemented.	
A. <b>will assist parents</b> of the children being served in understanding state standards, district and school assessments, and how to monitor a child's progress. <b>Through mentoring process students learn to lead conferences with their parents to explain all aspects of their progress and testing.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
B. <b>will provide materials and training</b> to help parents work with their children. <b>Parents have only to ask.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
C. <b>will educate teachers, pupil services personnel</b> , 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; <b>The Instructional Coach will provide training to parents and any staff on the Parent-School Toolkit at any time it is requested.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>REQUIRED POLICY ACTIVITIES CONTINUED</b>	Yes indicates evidence of the policy requirement and a description of how the activity will be implemented.	<b>Note Location in Policy:</b>
<b>e. BUILDING CAPACITY FOR INVOLVEMENT-</b> To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (1) - (5), (14)]		
D. <b>will, to the extent feasible and appropriate, coordinate</b> and integrate parental involvement strategies under this part with parental involvement strategies under other programs, such as the Head Start program, Reading First program, Early Reading First program, Even Start program, State-run preschool programs, etc. <b>See Dr. Susan Wilkinson-Davis</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
E. <b>will ensure that information related to</b> 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 <b>Sent with weekly Progress Reports.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
F. <b>will provide reasonable support</b> for parental involvement activities <b>As requested.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
<b>OPTIONAL POLICY ACTIVITIES:</b>	Yes indicates evidence of the optional activity and a description of how it will be implemented.	<b>Note Location in Policy:</b>
<b>e BUILDING CAPACITY FOR INVOLVEMENT-</b> To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part — [Section 1118 (e) (6)(9) - (13)]		
A. <b>may</b> involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training	<input type="checkbox"/> yes <input type="checkbox"/> no	
B. <b>may</b> provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training	<input type="checkbox"/> yes <input type="checkbox"/> no	
C. <b>may</b> pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
D. <b>may</b> train parents to enhance the involvement of other parents <b>Through the Gear Up program</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
E. <b>may</b> arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation <b>This is often accomplished through the district social worker.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	

F. <b>may</b> adopt and implement model approaches to improving parental involvement	<input type="checkbox"/> yes <input type="checkbox"/> no	
<b>ADDITIONAL SCHOOL EXPECTATION</b> <i>The following item is required but does <b>not</b> necessarily need to be addressed in the school policy.</i>	Yes indicates evidence of the requirement and a description of how the activity will be implemented.	<b>Notes:</b>
The district will inform parents and parent organizations of the purpose and existence of the Parent Information and Resource Center (PIRC) in New Mexico (i.e., <b>New Mexico Parent Information and Resource Center</b> , Albuquerque, NM). <a href="http://www.parentsreachingout.org/nmpirc.php">http://www.parentsreachingout.org/nmpirc.php</a> [Section 1118 (g)] <b>Notification at Sept. 21 parent meeting.</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	