

## Appendix E: NCLB Checklist for Districts and Schools

District Parent Involvement Policy Compliance Checklist Colorado Department of Education					
		Yes	No	Requires Documentation	Requires Evidence of Effectiveness
1	The district develops, jointly with parents, a written parent involvement policy, updates it periodically with input from parents and distributes policy to parents			✓	
2	The district helps schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance			✓	
3	The district promotes family literacy and parenting skills			✓	
4	The district decides, with parents, how Title I funds will be used for Parent Involvement activities			✓	
5	<b><i>Each school and district receiving assistance under Title I, Part A must ensure effective involvement of parents and support a partnership among the school, the parents, and the community to improve student academic achievement through training, information, and coordination activities. The district helps build schools' and parents' capacity for strong parent involvement:</i></b>				
5.a	Assist parents in understanding the State's academic content standards, student academic achievement standards and academic assessments, including how to monitor their student's academic progress, and how to work with school staff to improve the achievement of students, including written materials and training for staff.				✓
5.b	Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, to foster parent involvement.				✓

**District Parent Involvement Policy Compliance Checklist Colorado  
Department of Education**

		Yes	No	Requires Documentation	Requires Evidence of Effectiveness
5.c	Educate school personnel, with the assistance of parents, in the value and utility of contributions of parents, how to reach, communicate and work with parents.				✓
5.d	Coordinate and integrate parent involvement programs and activities with other organizations such as Head Start, Parents as Teachers, etc.				✓
5.e	Ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format and language that parents can understand.				✓
5.f	Provide reasonable support for parent involvement activities as parents may request.				✓
6	Coordinate parent involvement strategies with other programs, such as Head Start, Parents as Teachers, etc.			✓	
7	For districts that must set aside 1% of the Title I allocation for parent involvement, distribute 95% of this set aside to schools receiving Title I funds.			✓	
8	Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools			✓	
8a	The evaluation identifies barriers to greater participation by parents of diverse backgrounds			✓	
8b	The evaluation findings are used to design more effective strategies for greater parent involvement			✓	
9	Inform parents and parent organizations of the existence and purpose of the Colorado Parent Information and Resource Center			✓	

*(Compiled by CDE, Title I, 2005)*

School Parent Involvement Policy Compliance Checklist Colorado Department of Education		Yes	No	Requires Documentation	Requires Evidence of Effectiveness
1	The school jointly develops with, and distributes to, parents of participating children a written parental involvement policy, agreed on by such parents, that describes the means for carrying out the stated requirements. Parents are notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy is made available to the local community and updated periodically to meet the changing needs of parents and the school.			✓	
2	The school convenes an annual meeting, at a convenient time, to explain the requirements of the written parent involvement policy.			✓	
3	Meetings are offered to parents at varying times, e.g. morning and evening.			✓	
4	Parents are provided with timely information about parent involvement programs.			✓	
5	Parents are provided with a description and explanation of the school's curriculum.			✓	
6	Parents are provided with a description and explanation of the forms of academic assessment used to measure student progress, and an explanation of the proficiency levels students are expected to meet.			✓	
7	If requested by parents, schools provide regular meetings for parents to offer suggestions and to participate in decisions relating to the education of their children.			✓	
8	<b><i>School jointly develops, with parents, a school-parent compact that outlines how parents, school staff and students will share responsibility for improved student academic achievement:</i></b>				
8.a	The compact describes the school's responsibility to provide high-quality curriculum and instruction, and parents' responsibility for supporting their children's learning.			✓	
8.b	The compact addresses the importance of communication between teachers and parents through conferences and reports to parents on children's progress.			✓	

School Parent Involvement Policy Compliance Checklist Colorado Department of Education (continued)		Yes	No	Requires Documentation	Requires Evidence of Effectiveness
8.c	The compact addresses how parents have reasonable access to staff, are provided frequent reports on their children's progress, and have opportunities to volunteer and observe classroom activities.			✓	
9	<b><i>The school helps to build parents' capacity for strong parent involvement:</i></b>				
9.a	Assist parents in understanding the State's academic content standards, student academic achievement standards and academic assessments, including how to monitor their student's academic progress, and how to work with school staff to improve the achievement of students, including written materials and training for staff.				✓
9.b	Provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, to foster parent involvement.				✓
9.c	Educate school personnel, with the assistance of parents, in the value and utility of contributions of parents, how to reach, communicate and work with parents.				✓
9.d	Coordinate and integrate parent involvement programs and activities with other organizations such as Head Start, Parents As Teachers, etc.				✓
9.e	Ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format and language that parents can understand.				✓
9.f	Provide reasonable support for parent involvement activities as parents may request.				✓
10	The School informs parents about the Colorado Parent Information and Resource Center.				✓