

**LRSD Title I/Parent Involvement
Checklist for 2015-2016**

**LRSD School Parent Involvement Plan and Parent Information Packet
Utilize the checklists below to make sure your school's Parent involvement Plan and
Parent Information Packet meets the requirements.**

ADDITIONALLY, PLEASE REFER TO THE ARKANSAS DEPARTMENT OF EDUCATION (ADE) RULES GOVERNING PARENTAL INVOLVEMENT PLANS

APPROVED

NOT APPROVED

- **By SEPTEMBER 21, 2015**, submit the plan and packet to the LRSD Parent Involvement Office for review.
- **BY OCTOBER 1-21, 2015**, forward the **PLAN AND PACKET** to the appropriate staff in your building to post the to your school's web page.

ADE RULES GOVERNING PARENTAL INVOLVEMENT PLANS

- 3.02.3 Annually by **October 1**, the public school's parental involvement plan shall be developed, or reviewed and updated by the public school.
- 3.02.4 Annually by **October 1-21**, the public school **shall post to the website** of the public school or public school district:
- 3.02.4.1 The public school's parental involvement plan;
- 3.02.4.2 A parent-friendly explanation of the public school's and public school district's parental involvement plans;
- 3.02.4.3 The **informational packet** required by Section 5.01.1; and
- 3.02.4.4 Contact information for the parent facilitator designated by the public school under Section 5.08 of these Rules.

FULBRIGHT	Present	Comments		
• Formatting				
• Parent Involvement Committee Members				
• Dates of activities/contacts/phone number				
Ten Components for Parent Involvement Plan Requirements (Key Words)		Yes	No	Comments
1. Communication strategies				
2. Activities to build staff and parent capacity (calendar of activities, etc.)				
3. Volunteer opportunities				
4. School-Parent Compact				
5. Implementation and evaluation of the school wide improvement plan				
6. Resources for parents				
7. Evaluation of parent involvement efforts				
8. Distribution and use of parent interest surveys				
9. Annual Title I meeting (if applicable)				
10. NNPS statement				

APPROVED

**ADE RULES GOVERNING PARENTAL INVOLVEMENT PLANS
Post to the school website by October 1-21, 2015**

NOT APPROVED

- 5.01 To encourage communication with parents, each public school shall:
- 5.01.1 Prepare an informational packet to be distributed annually to the parent of each child in the school, appropriate for the age and grade of the child, describing in a parent-friendly manner:
- 5.01.1.1 **The** school's parental involvement program;
- 5.01.1.2 The recommended role of the parent, student, teacher, and school; ADE 319-6
- 5.01.1.3 Ways for the parent to become involved in the school and his or her child's education;
- 5.01.1.4 A survey for the parent regarding his or her interests concerning volunteering at the school;
- 5.01.1.5 Activities planned throughout the school year to encourage parental involvement; and
- 5.01.1.6 A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and the school principal; and
- 5.07.2 Enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school;
- 5.07.2.1 Leaders of this organization shall be utilized in appropriate decisions affecting the children and families; and

Eight Components for Parent Information Packet		Yes	No	Comments
1)	Parent Involvement Plan			
2)	Recommended role of the parent, student, teacher, and school (compact/other doc.)			
3)	Ways for parents to become involved (homework tips, 6 types of involvement, online textbook info, attendance matters, volunteer opportunities, etc.)			
4)	Survey of interests (special interest survey, volunteer survey, etc.)			
5)	Calendar of activities (Included in the parent involvement plan)			
6)	Two-way communication (telephone/email listing of school staff)			
7)	PTA information (Board, membership fee, etc.)			
8)	NNPS six types picture OR list the six types and descriptions on a separate page			