

## **Procedure Title I Parental Involvement**

### **Federal Requirements**

The superintendent or designee will ensure that the district's Title I Parent Involvement policy, plan and programs comply with the requirements of federal law.

- A. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan:
  - 1. An annual meeting of parents of participating Title I students will be held to explain the goals and purposes of the Title I program. The meeting is held in the spring, all parents, staff and community are invited. A notice is sent home with students, posted in the local newspaper, in the Satsop post office and on the school entry doors. The superintendent and the title I para-educator are responsible for planning the annual meeting;
  - 2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. Two meetings are held one in the afternoon and another in the evening to accommodate parent schedules. The meeting is advertised several weeks in advance (see number 1); and
  - 3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.
  
- B. The district will take the following actions to involve parents in the process of school review and improvement:
  - 1. Parents will be given the opportunity to review the school improvement plan at the spring meeting or anytime they request; and
  - 2. Parents will be encouraged to participate in the building self-review at the spring meeting.
  
- C. The district will provide the following coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities:
  - 1. Identify barriers to greater participation by parents in parental involvement activities;
  - 2. Use findings of the evaluation to design strategies for more effective parental involvement; and
  - 3. Revise, when necessary, the district and school parent involvement policies.

D. The district will coordinate and integrate parental involvement strategies with similar strategies under the following other programs, such as:

1. Head Start;
2. Even Start;
3. Learning Assistance Program;
4. Special Education; and
5. State-operated preschool programs.

The district will facilitate removing barriers to parental involvement by activities such as:

- a. Conducting joint parent meetings with other programs;
- b. Holding meetings at various times of the day and evening;
- c. Arranging for in home conferences; and
- d. Title I funds may be used to facilitate parent attendance at meetings by payment of transportation and child care costs.

E. The district will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy.

F. The district will build the schools' and parent's capacity for strong parental involvement through the following:

1. The school district will, with the assistance of its Title I, Part A schools, provide information to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
  - a. The State's essential academic learning requirements;
  - b. The State and local academic assessments including alternate assessments;
  - c. How to monitor their child's progress; and
  - d. How to work with educators. Information is presented in weekly newsletters, parent-teacher conferences, student programs and community meetings.
2. The school district will provide materials and training to help parents work with their children to improve their children's academic achievement, by:
  - a. Giving guidance as to how parents can assist at home in the education of their child;

- b. Holding parent meetings at various times of the day and evening to provide parents;
  - c. Providing opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;
  - d. Submitting parent comments about the program to the district; and
  - e. Providing parents with opportunities to meet with the classroom and Title I, Part A teachers to discuss their children's progress.
- G. School district personnel including teachers, principals and other staff, will reach out to communicate with, and engage parents as equal partners. The district will provide:
- 1. Reasons supporting their child's selection for the program;
  - 2. A description and explanation of the school's curriculum;
  - 3. Information in the academic assessment used to measure student progress; and
  - 4. Information on the proficiency levels students are expected to meet.
- H. The school district will take action to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- 1. Distribution of the Title I Family Involvement policy on an annual basis on the district website, [www.satsopschool.org](http://www.satsopschool.org) and in the student handbook; and
  - 2. Distribution of the Title I Family Involvement policy in multiple languages or formats to the extent needed and practicable.

**School-Based Parent Involvement Policy**

In addition to the district-wide policy on family involvement, each school offering Title I, Part A services will have a separate school building parent involvement policy.

The building-level Title I, Part A parent involvement policy will meet the following requirements:

- A. Each building in the district receiving Title I, Part A funds will jointly develop with and distribute to parents of students served in the program a written building-level policy, agreed upon by parents of Title I served students;
- B. The policy will outline how parents, school staff and students share responsibility for student achievement in meeting academic standards;

- C. Parents will be notified of the policy in an understandable and uniform format;
- D. To the extent practicable, the policy will be provided in a language the parents can understand; and

The policy will be evaluated with parents annually.

Adoption Date: **February 20, 2017**  
School District: **Satsop School District**  
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