

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 will be held on the South Bend High School (SBHS) campus for all parents and students who are enrolled in Title I junior high and high school courses. The Title I coordinator -- in conjunction with secondary administration -- will be responsible for planning, publicizing, and conducting the meeting;
 2. Parents will be given the opportunity to participate in the development, operation and evaluation of the program. At the annual meeting, parents will be provided an opportunity to preview curriculum. They will be encouraged to support use of tools at home and informed how to do so. Near the end of each semester, students and parents will be provided a survey to evaluate and provide constructive feedback for program improvement; and
 3. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Quarterly, parent meetings on topics of interest/need relevant to student learning focus areas will be held. At each of these meetings, parent input will be sought to improve our communication and services.

- 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. A copy of the school improvement plan will be supplied to parents at the annual meeting and specific sections will be highlighted each year to update parents on significant changes, areas of concern, and/or places where specific parental input is desired. This improvement plan will be revisited at the last meeting of the year to update our school's progress on the plan, get parents' ideas about next steps, and address areas of concern. Evaluation of resources and new ideas will be considered prior to when the next year's budget plan is submitted; and
 2. Parents will be encouraged to participate in the building self-review. Parents will receive invitations to the meetings in writing on the SBSD website, by email/mail or via automated phone and/or "push" notification.

- 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: At each of the quarterly meetings with Title I families and monthly meetings with ELL-PAC, an educational component will be included to improve home-school learning efforts.
 2. The school district will, with the assistance of its schools, 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 accommodate 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. Parents will be provided information at quarterly meetings or ELL-PAC monthly meetings to explain proficiency levels that students are expected to meet. Students and parents will receive annual mailings of reports with individual proficiency information achieved on spring testing. Individual teachers may provide reports home so that parents can continue to track and update students' progress in relation to state proficiency levels throughout the school year.
- 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. Information will be provided on the school website, at the annual meeting, and to newly enrolled students who begin receiving services mid-year by mail. If a parent's primary language is not English, translated materials will be provided; 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
- E. The policy will be evaluated with parents annually.

Adoption Date: **May 18, 2017**

Classification:

Revised Dates: **08.03; 06.05; 10.08; 12.11**