

## TITLE I PARENTAL INVOLVEMENT PROCEDURES

In accordance with the 2001 *No Child Left Behind Act*, the West Street School Title I Program Advisory Committee has developed and will implement the Parental Involvement Procedures. West Street recognizes the importance of parents in the education of their children and encourages their participation and support.

### **Parental involvement in Developing the Procedures**

An advisory committee consisting of at least three parents of Title I students and the Title I director, teacher, and tutor will meet jointly to develop and agree upon the *Parental Involvement Procedures* for the West Street School Title I program. This committee will meet at least twice a year. The annual survey and information gathered from parent meetings at Parents' Night, Open House, and Parent-Teacher conferences. This information will be utilized in the updating and revision of this policy each year to best meet the concerns and needs of the Title I parents.

### **School-Parent Compact**

The West Street School-Family Compact found in the Parent Handbook and the individual classroom compacts distributed at each grade level will serve as compacts for the Title I program also. Parents, students, teachers and school share in the responsibility for promoting high student achievement. The Title I teacher and tutor create progress reports for each marking period and can be contacted at school for phone or personal conferences during the school year.

### **Information About Title I**

Parents will be provided information regarding the Title I program, the *Parental Involvement Procedures*, school performance, students' individual assessment, and school curriculum through the Title I brochure, periodic newsletters, individual student progress reports, parent-teacher conferences, and school-wide reports of standardized tests (eg., MCAS and Gates). Information may also be accessed on the Title I web site at [pmccauley@classcompass.com](mailto:pmccauley@classcompass.com).

### **Opportunities for Parent Participation**

A variety of activities will be provided for parent training and participation during the school year. These may include: Family Night, literacy workshop, math workshop, annual meeting, and reading and math games to take home. School-based activities will take place in the evening with childcare provided.

An annual evaluation of parent participation will be conducted to determine if there has been an increase in participation or whether there are concerns that impede greater participation. This evaluation will take into consideration a log of communication between Title I staff and parents/guardians, attendance at Title I functions and meetings with Title I parents at school functions, and the number of annual surveys returned each spring.

### **Annual Meeting for Title I Parents**

An annual meeting for Title I parents will be held in the evening in the West Street School Learning Center. A notice will be sent home followed by a reminder by phone. Childcare will be provided to maximize participation. At this meeting, the Title I brochure will be distributed which explains the Title I program, identifies the staff and learning team, and gives information about the *No Child Left Behind Act of 2001* and the Title I Parental Involvement Policy and Procedures. Parents will be given the opportunity to become involved in revising the procedures.

Revised February 7, 2005

Reference: IHBD-R

Adopted October 4, 2004

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