

Medford Public Schools

Title I Parent Involvement Policy (2011-2012)

Medford Public Schools' Title I program encourages Title I parents and guardians to be involved with their children's education. This goal will be accomplished through increased communication and interaction among Title I teachers, Title I staff, and parents and guardians of Title I students. This policy outlines activities and opportunities offered to parents during the school year to facilitate involvement in the Title I program.

Notification:

- 1) Notify parents/guardians that their child has been selected to participate in Title I and explain how and why the child has been selected.
- 2) Provide parents/guardians and their child with a copy of the Home-School Involvement Compact.
- 3) Provide parents/guardians with a copy of the Title I Parent Involvement Policy.

Annual Meetings:

- 1) Convene an Annual Meeting in October/November of each year to which all parents and guardians of participating children will be invited to explain the program and activities.
 - (a) describe the instructional program, including the assessment criteria and how students are selected
 - (b) explain federal rules and regulations regarding Title I
 - (c) inform parents of documents available to them
 - (d) explain workshops and school visits to which parents are invited and encouraged to participate
 - (e) meet the Title I staff
- 2) Convene an Annual Review Meeting in May of each year to which all parents and guardians of participating children will be invited to assess program policy and involvement.
 - (a) assess Home-School Involvement Compact
 - (b) assess Parent Involvement Policy
 - (c) assess program policy and activities via a written/electronic survey; respond to recommendations

Written Policies:

- 1) Develop written policies, after consultation and review by parents, to ensure that parents are involved in the planning, design, and implementation of the Title I program.
- 2) Title I laws, regulations, and policy documents are available to parents.
- 3) Program proposal, containing all aspects of the program, evaluations, and other documents are available to parents.
- 4) Provide a vehicle for timely response to parent input.
- 5) Inform parents of their right to access information.
- 6) Send letter to parents that states how their child was selected to participate in the Title I program.
- 7) The instructional objective of the program is specified to parents through progress reports.

Policy Availability:

- 1) Develop a brochure stating policies and parents' rights and responsibilities. Translate brochure into languages as necessary.
- 2) Plan to send brochure to parents of all eligible students at the beginning of the school year.
- 3) Make Title I policy available to parents of participating children.
- 4) Develop with parents planned activities on a yearly basis.

Progress Reports:

- 1) The progress report is sent home each marking term inside the child's school report card.
- 2) The parent or guardian will contact the Title I teacher if they have any questions or concerns regarding their child's progress prior to report cards being sent home.
- 3) The parent or guardian will read and sign off on the progress report each marking term and return it to the Title I teacher.
- 4) In the space for comments, or on an attached page, the parent or guardian may offer feedback or comments on the progress report.
- 5) In addition to English, progress reports will be made available, to the extent practicable, in a language or alternative format that parents can understand.
- 6) Conduct a parent-teacher conference with the parents of each participating child to discuss the child's progress, placement, and methods the parents can use to complement the child's instruction.
- 7) Title I teachers will be readily available to meet with parents both in person and via telephone or e-mail.

Observations:

- 1) Permit parents and guardians of participating children to observe Title I program activities.
- 2) Communicate to parents that they may observe their child's Title I reading instruction at any time.
- 3) Assist parents who are not able to visit the school during the day to learn about Title I instruction through coordinating before or after school meetings with the teacher or telephone conference with the teacher.

Timely Information:

- 1) Provide parents of participating children with timely information about the program.
- 2) Provide information to parents in a number of ways: brochures, notices, meetings, newsletters, telephone outreach, response to questions posed by parents, and yearly informational meetings.
- 3) Provide parents with information and materials for supporting their child's reading development at home.

Appropriate Language:

- 1) To the extent practicable, provide information, programs, and activities for parents in a language and form that parents and guardians can understand.
- 2) Develop a brochure of general information, which will be translated into appropriate languages as deemed necessary.
- 3) Determine home language of parents or guardian of students.
- 4) Investigate possibility of translators for meetings.
- 5) Send progress reports in appropriate languages as needed.