

## **Litchfield School District**

### **Title I: Parent/Guardian Involvement Policy**

*This parent involvement policy was developed in cooperation by the administrative team at Title I schools, parents of participating students and the school district. It will be made available to all parents/guardians of participating students.*

#### *District Requirements:*

- Annually Title I Program staff will involve parents in the development of the Title I Plan and Title I Program Evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.
- The school district and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.
- The school district staff will coordinate and integrate Title I parental involvement strategies with other programs.

#### *Title I School Requirements:*

- The Title I School will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills. At the initial meeting the staff will...
  - ensure that all parents receive the 'parents right to know' document, regarding teacher qualifications;
  - provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;
  - provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and
  - follow-up with phone calls to clarify any information needed.
- Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.
- Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.