

**Title I School-Level Parental Involvement Policy**  
**Kingsley Elementary**  
**2020-2021**

Kingsley Elementary has developed a written Title I parental involvement policy with input from Title I parents. Parents are members of the School Site School and are integral in the development of the Single School Plan for Student Achievement which includes the Parental Involvement Plan. During the spring of each year a Parent Needs/Evaluation survey is administered seeking input about the effectiveness of the overall programs and parental involvement plans. It has distributed the policy to parents of Title I students. No later than September of each school year, a copy of the School Parental Involvement Policy will be distributed to all parents. Parents of children entering the school during the year will also be given a copy of the School Parental Involvement Policy upon enrollment, and the School Parental Involvement Policy will be posted on the school website. The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

**Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Kingsley Elementary, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. At Kingsley Elementary School this annual meeting takes place during events such as Back to School Night.
  - Communicating through telephone calls, parent-teacher conferences, direct mailing, website posting and/or the offering of alternative evening meetings.
  - To the extent possible, all information will be translated in the languages represented within the school. In addition, attempts will be made to organize and gather resources to hold a minimum of one parent meeting in a language other than English.
  - Convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend, and providing childcare.
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
  - Providing parent education workshops focused on high parent interest topics and/or those authorized under Title I. (School choice, Program Improvement, school-parent compact, district wide policies, and use of Title funds)
  - Conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
  - Initiating phone contacts with those parents who do not attend targeted workshops.

- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review\*, and improvement of the school's Title I programs and the Title I parental involvement policy.\*\*
  - Parents are members of the School Site School and are integral in the development of the Single School Plan for Student Achievement which includes the Parental Involvement Plan.
  - Administer a Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall programs and parental involvement plans.
- The school provides parents of Title I students with timely information about Title I programs.
  - Back to School Night
  - Parent Teacher Conferences
  - Annual Title I Services Meeting
  - Monthly Newsletter
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.
  - Back to School night
  - Parent-teacher conferences
  - Coffee with the Principal
  - Parent Education workshops
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.
  - Coordination of Services Team
  - Student Study Team
  - School Site Council
  - District Parent Advisory Council
  - Site English Learners Parent Advisory Council
  - District English Learners Parent Advisory Council

*\*It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement.*

*\*\*The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

### **School-Parent Compact**

Kingsley Elementary distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's

high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

At Kingsley Elementary parents are members of the School Site School and are integral in the development of the Single School Plan for Student Achievement which includes the Parental Involvement Plan. A Parent Needs/Evaluation survey in the spring of each year seeking input about the effectiveness of the overall programs and parental involvement plans. Kingsley Elementary School will distribute the School Parental Involvement Policy by providing a copy of the policy to all parents no later than September of each school year. Parents of children entering the school during the year will also be given a copy of the School Parental Involvement Policy upon enrollment. Additionally the School Parental Involvement Policy will be posted on the school website.

### **Building Capacity for Involvement**

Kingsley Elementary engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children by
  - Providing parent information workshops during the school year and providing additional information in newsletters, Coffee with the Principal, and/or on the school website; and by communicating with parents through the use of direct mail, family involvement nights, and telephone messages.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement by
  - Providing parent-teacher conferences for all parents of students performing below expectations; and providing instructional resources that would assist parents in working with their children and understanding educational topics.
  - Providing all parents of students performing below expectations; the opportunity to attend literacy and numeracy workshops that would assist parents in working with their children and understanding educational topics.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners through
  - Professional Development
  - Articles, newsletters
  - Lending library on parenting topics

- Resource materials and brochures
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children by
  - Providing an opportunity for parents to enroll students in kindergarten in the spring prior to the school year.
  - Inviting program members to participate in professional development activities.
  - Organizing and participating in joint transition-related training of school staff, Head Start staff and other early childhood development programs.
  - Conducting meetings involving parents and programs participants to discuss development and assessment needs of individual children.
  - Inviting program members to participate in parent night meetings held during the school year.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
  - Providing information to parents using newsletters, phone messages, and/or the school website; and maintain parental information at the school campus offices.
- The school provides support for parental involvement activities requested by Title I parents. This is accomplished by
  - Clearly communicating involvement opportunities to families through phone calls and fliers which will be available in English and Spanish as well as use of the school's marquee.
  - Providing child-care to those parents in attendance

### **Accessibility**

Kingsley Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- Kingsley provides information to all parents using newsletters, phone messages, and/or the school website; and maintains parental information at the school campus offices.
- To the extent possible, all information will be translated in the languages represented within the school.