

PROCEDURE

Title I Parent Involvement Guidelines

In order to achieve the level of Title I parent involvement desired by District policy on this topic, these procedures guide the development of each school's annual parental involvement plan designed to foster a cooperative effort among parents, school, and community.

Parent involvement activities developed at each school will include opportunities for:

- Volunteering;
- Parent education;
- Home support for the child's education;
- Parent participation in school decision making.

The District will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices. The District encourages schools to include family literacy when a substantial number of students have parents who do not have a secondary school diploma or its recognized equivalent or have low levels of literacy.

Roles and Responsibilities

Students

It is the responsibility of the student to:

- Cooperate with school personnel and be responsible for their behavior;
- Complete all homework assignments on time;
- Participate to the best of their ability in all classes;
- Read independently or with family on a regular basis;
- Let teachers, school counselors, and family know when they need help.

Parents

It is the responsibility of the parent to:

- Actively communicate with school staff;
- Be aware of policies, rules, and regulations of the school and District;
- Take an active role in the child's education by reinforcing at home the skills and knowledge the student has learned in school;
- Take an active role in assuring that the child is prepared to attend school each day;
- Utilize opportunities for participation in school activities.

Staff

It is the responsibility of staff to:

- Work with parents to develop and implement a school plan for parent involvement;
- Promote and encourage parent involvement activities;
- Effectively and actively communicate with all parents about skills, knowledge, and attributes students are learning in school and suggestions for reinforcement;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.

Community

Community members who volunteer in the schools have the responsibility to:

- Be aware of the policies, rules, and regulations of the school and District;
- Utilize opportunities for participation in school activities.

Administration

It is the responsibility of the administration to:

- Facilitate and implement the Title I Parent Involvement policy and plan;
- Provide training and space for parent involvement activities;
- Provide resources to support successful parent involvement practices;
- Provide in-service education to staff regarding the value and use of contributions of parents and how to reach out to, communicate, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- Send information to parents of Title I children in a format and, to the extent practicable, in a language the parents can understand.