

2018-2019 DRAFT  
**WILLOW DRIVE ELEMENTARY**  
**Title I School Parent Involvement Policy**

Willow Drive Elementary School has jointly developed with parents of children participating in Title I services this parent involvement policy. The school must ensure that information related to school and the parent program, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

1. Title I parents who have agreed to be a part of the School Improvement Council will be involved in the planning, review, and improvement of the Parent Involvement Policy. The committee will meet as many times as necessary in order to discuss, plan, implement, and revise ways to increase effective parental involvement in order to improve student academic achievement and performance.
  - Parents will be invited near the beginning of the year to plan, review and make improvements as needed.
2. Willow Drive will hold an annual meeting to inform the Title I parents of their requirements and rights to be involved in the Title I program. Notification may occur through:
  - Flyers
  - Newsletters
  - Local Parent Information Center (PIRC)
  - School website
3. Parent conferences and meetings are held during different times of the day throughout the school year to accommodate all parents.
  - Various meeting times are scheduled (am & pm)
  - Written notices are sent to parents in a timely manner
  - Telephone calls and school website may be used to inform parents of meetings
4. Title I funds are used when necessary to enable parents to participate in school meetings, training sessions, and parental involvement activities.
5. Willow Drive will invite parents to fall and spring planning meetings to review and make suggestions for improvement to the Title I program.
6. Parents will be involved in the joint development of the school wide program and improvement plan each year through:
  - The Title I Annual Meeting
  - The School Improvement Council Committee that consists of parents and community members
  - Suggestion box
  - Invitation to serve on committees
  - PTO
7. Willow Drive will provide parents of participating children with timely information about the Title I program through:
  - Flyers
  - Meetings/Meeting notifications
  - School newsletters
  - School calendars and student agendas
  - School website
  - PTO

- Parent Information Resource Center (PIRC)
8. Willow Drive will provide parents of Title I students with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet through:
- Parent Orientations
  - Open House
  - Parent -Teacher conferences (1<sup>st</sup> quarter and at other times as needed)
  - Academic progress reports (At least every other week)
  - Interim reports
  - Report cards
9. Willow Drive will provide assistance to parents in understanding the state academic content standards and student achievement standards, local academic assessments, how to monitor a child's progress, and how to work with teachers to improve the achievement of their children through:
- Parent-teacher conferences
  - PASS, MAP, and State Test conferences
  - SC State Standards information
  - Academic Progress Reports
  - Parent Information Resource Center (PIRC)
10. Willow Drive will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to any such suggestions as soon as practically possible through:
- Parent- teacher conferences
  - Parents may contact the school principal in response to the Title I program and activities, with concerns, feedback, or suggestions.
  - Principal will respond to parents in a timely manner.
11. Willow Drive has jointly developed with parents of Title I students a school/ parent compact that outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement through:
- Parental involvement meetings
  - Title I Annual meeting
  - PTO
  - School website
12. Willow Drive will provide materials and training to help parents work with their children to improve their child's achievement, such as literacy, math, and technology training, as appropriate, to foster parent involvement. The school will provide opportunities for all Title I parents to participate, including parents with limited English proficiency and parents of students with disabilities.
- Provide parents with opportunities to attend workshops that address student achievement and technology
  - Provide information and reports in a parent friendly language.
  - Offer printed material in other languages as needed.
  - Provide a translator as needed.

**I approve of this document as is. Signature:** \_\_\_\_\_

**I have made suggestions for improvement in the document above. Signature:** \_\_\_\_\_