

Billings School District 2

INSTRUCTION

Title I Procedure

Billings School District No. 2 believes that parents are the "single most significant influence in a child's life." In keeping with this philosophy, our Title 1 program provides for parents and the school to form a solid partnership for support and guidance for the benefit of the Title 1 student.

We know improvements occur when parents and schools work together. To facilitate this process, the Title 1 Parent Advisory Committee has formulated the following guidelines:

1. Title 1 staff will jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school, staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve a level of high student performance.

(A school-parent compact describes the mutual responsibilities of the parent and school for support of improved student achievement, and the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.)

2. A committee consisting of teachers, parents, administrators and counselors will meet annually to review, revise, and recommend any changes that may be needed in the Title 1 Parent Involvement Guidelines.
3. An annual meeting will be held at the building level for parents of Title 1 students to receive information and to provide suggestions for program improvement. Discussions at the meeting will include:
 - a. programs and activities carried out with Title 1 funds;
 - b. the rights of parents under Title 1 to be involved in the design and implementation of the project;
 - c. a time line for needs assessment, planning, and program development so parents will have the opportunity to participate;
 - d. a format for seeking parental input;

- e. the opportunity to meet the Title 1 staff.

The Title 1 building staff will share the results of the building meeting with the Title 1 Specialist.

- 4. Throughout the year parents are invited and welcome to visit Title 1 programs in the District. Parents may notify the Title 1 staff or the school office of their interest in visiting the program.
 - a. Individual buildings will provide opportunities for parents to be involved in school activities and programs;
 - b. Title 1 staff will provide parents with a personnel schedule that will include times available for phone calls, conferences, home visits, etc. and a telephone number where they may be reached;
 - c. Information will be provided, when appropriate, for those parents unable to observe activities through videos, photos, written descriptions, and home visits;
 - d. Parents will receive an orientation about the open door policy and be informed of their opportunity to observe the program during open house and/or the annual meeting. Throughout the year efforts will be made by the Title 1 staff to encourage parents to observe the Title 1 program;
 - e. An informal assessment/input sheet will be available for parents to fill out after an observation.
- 5. A letter will be sent, or a phone call made, in a timely manner, to the parents of students receiving Title 1 services by the elementary Title 1 teacher or the Title 1 counselor in the middle or senior high school. The letter will inform parents that their child has been selected to participate in Title 1, and it will give the reasons for this selection. A copy of this letter will be on file in the Title 1 records of the school.
 - a. Title 1 teachers will participate in a parent-teacher conference at the beginning of each school year and whenever a new student is placed in a Title 1 class. The purpose of this conference is to provide information concerning the Title 1 program and to inform each child's parents of the specific instructional objectives for the child. Other attempts to contact parents who do not attend parent-teacher conferences will be made by the Title 1 staff in cooperation with other personnel in the building;
 - b. All forms of parent contact, including parent-teacher conferences, Child

Study Team meetings, group parent meeting, and newsletters will be utilized to assure home-school communications.

6. A timely effort will be made to keep parents informed of their child's progress. This effort includes the normal grade reporting practices of the school.
7. At least once a year a parent survey will be used to evaluate the parent component of the Title 1 program.

The parent component will be developed at the building level, or through the office of the Family Advocate, and will be sent to the parents of all participating students. The results of the survey will be addressed at the building level and changes in the Title 1 program will be made to meet the needs or requests of the parents as identified by the survey. The results, action taken, and changes made will be shared, in writing, with the Title 1 office.

8. The Title 1 staff will design appropriate processes for delivering information and training to parents which would facilitate parental involvement with their Title 1 child, helping the child to achieve his/her instructional objectives in the Title 1 program.
9. Parent Complaint Policy - Parent concerns regarding a Title 1 child will be resolved with the Title 1 staff in a timely manner. If resolution does not occur, the building administrator will be consulted. If an agreement is not reached at this level, the issue will be taken before the Title 1 Specialist. The next resolution is to follow the provisions for resolution of disputes within the Board policy of the District. The Executive Director of Curriculum Services will resolve issues which need input as soon as possible.

Implementing Policy 2160 Title I

Cross References: Policy 6430 Development of Administrative Procedures

Procedure History:

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