Bellingham Public Schools
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# Title I School-Level Parental Involvement Policy
# Cordata Elementary School

Cordata Elementary School has developed a written Title I parental involvement policy with input from Title I parents. This input and development have taken place through interaction with parents and staff at meetings such as annual parent meetings, PTA meetings, parent nights and written input through parent surveys. The policy is distributed to parents of Title I students in written form annually, and is available on the district website and in the school office resource center. 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 Cordata Elementary, the following practices have been established:

a) 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.
*Families are invited to attend the Title 1 review meeting connected to a PTA meeting each year. Together, we review the program and the parent compact, and share the data used to identify intervention supports.*

b) The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
*We hold meetings with individual families to address specific needs (Child Study Team meetings, Parent Conferences), and meetings for groups of families to address more widespread needs. These include morning and evening events such as Books and Breakfast, Positive Parenting, and other opportunities for engagement and learning. Parents are notified in advance through phone calls, school newsletter, Seesaw posts, and backpack mail.*

c) 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.**
*Families are surveyed regarding their input of the Title 1 parent involvement policy. Additionally, we review the policy in our annual parent meeting connected to a PTA meeting.*

d) The school provides parents of Title I students with timely information about Title I programs.
*Staff at Cordata communicate regularly with families about our school-wide program, including our Title 1 programs. On a school-wide level, we communicate in a monthly newsletter, as well as through School Messenger emails and phone calls, and backpack mail. Teachers communicate through Seesaw, backpack mail, and individual phone and in-person conferences. Students who participate in Title 1 reading, math or SEL support receive timely progress reports and communication from intervention specialists in addition to school and classroom communication.*

e) 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.
*We communicate about curriculum, assessments and proficiency levels for all students through Open House, parent conferences and report cards. In addition, when we see a need for greater intervention and communication, we communicate about interventions, assessments and proficiency levels through phone and in-person conferences, Child Study Team meetings, and in some cases, daily or weekly progress reports.*

f) 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.
*In addition to regularly scheduled conferences, we conference with parents as requested. When parents request to meet with a team (such as teacher, counselor, reading specialist) we convene a Child Study Team meeting.*

**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)]