

**TITLE I
PARENT INVOLVEMENT
REQUIREMENTS**

**Iowa Department of Education
Title I
Grimes State Office Building
Des Moines, IA 50319
2013-2014**

State of Iowa
Department of Education
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Des Moines, Iowa 50319-0146

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If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E 14th St, Des Moines IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

**Parent Involvement Requirements
for
All Local Title I Programs
2013-2014**

- 1) **Parent Notification:** (Applies to the entire district that uses Title I funds)
 - (a) LEAs must notify parents of availability of information on professional qualifications of their child's teachers.
 - (b) LEAs must provide timely notice of 4 or more weeks of teaching by a teacher that is not fully qualified.

- 2) **Parent Involvement Policy:**

Each district with a Title I program must have a parent involvement policy that is jointly developed with, agreed upon, and distributed to parents of participating children. The policy must be on file in the district. This policy need not be school board approved.

 - o A copy of the Parent Involvement Policy, **with the current date**, must be sent to the State Title I office by September 15 each year.

- 3) **Parent-School Compact:**

A parent-school compact must be provided to every parent in a Schoolwide program and to Title I parents in Targeted Assistance programs. The federal law does not require a parent signature. However, effort should be made to encourage parents be supportive and sign the compact. Schools operating a Targeted Assistance program may choose to use the parent-school compact with all students.

 - o A copy of the Parent Involvement Policy, **with the current date**, must be sent to the State Title I office by September 15 each year.

- 4) **Annual Title I Parent Meeting:**

An annual Title I parent meeting must be held at a time that will encourage parent attendance. It may be held in conjunction with a school open house or at a separate time. At this meeting, parents should be given the information about Title I and provided the opportunity to give input and feedback regarding the Title I program.

- 5) **Parent Information & Assistance:**

Materials and training must be provided in the language of the home whenever possible to help parents work with their children to improve achievement.

- 6) **Parent Training for Student Academic Success:**

Assistance must be provided to parents in understanding topics such as local academic standards and assessments, monitoring their child's progress and how to work with educators to improve academic achievement of their child.

- 7) **Title I Program Evaluation:**

LEAs must have a system in place for annually evaluating the Title I program and the Parent Involvement components of Title I. Parents and staff must be included in the review process for the purpose of suggesting potential programming needs and/or changes. This evaluation could include parent, staff and administrative surveys pertaining to Title I programming as well as an analysis of student achievement. This is not to be used as an evaluation of the Title I teacher.

Note: Parent Involvement requirements for Title I programs apply to all students attending a Schoolwide Program.

Parent Notification Requirements

Parents Right-to-Know

Sec. 1111(h)(6)

- Parents of students in Title I schools are guaranteed **annual notification** of their “right to know” about teacher qualifications by their school district. That means parents may request and receive from that office information regarding the professional qualifications of the student’s classroom teachers, including:
 - (a) whether the teacher is state-certified;
 - (b) whether a teacher is teaching under emergency or other provisional status; and
 - (c) the baccalaureate degree major of the teacher and any other graduate degree major or certification.
 - (d) whether the child is provided services by a paraprofessional and, if so, his/her qualifications.

- LEAs must notify parents at the beginning of each year that information on the professional qualifications of their child’s classroom teacher is available from the school district.
 - Notification may be included in district news letters or other communications to parents
 - Documentation of annual notification should be kept by LEA for monitoring purposes
 - Assurance that notification will occur should a child be taught for four or more weeks by a teacher who is not highly qualified

- Parents must receive timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

- Parents must be informed if their child is placed in a Limited English Proficient program.

- LEAs must provide parents with information on student’s performance level on each state assessment. (required in Chapter 12 of Iowa Administrative Code).

Parent Notification

Sec. 1118 (c)(4)

- Schools must provide parents of participating children –
 - timely information about the Title I program
 - a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - 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, and respond to any such suggestions as soon as practicably possible; and
 - if the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Parents Right to Know

Notification to Parents Concerning Highly Qualified Teachers and Paraprofessionals.

Part 1

All districts receiving Title I funds must notify parents of all students that they may request information on their child's teacher's and paraprofessional's qualifications.

Information, at a minimum, must be provided that addresses the licensing requirements for the position held by the teacher/paraprofessional, the licensure status, and educational background of the teacher/paraprofessional.

The availability of this information must be included in a formal notification through a newsletter, note to parents, etc. Suggested wording for the notification is included on the next page.

Part 2

Parents must be notified if their child has been assigned, or will be taught for four or more consecutive weeks by a teacher/paraprofessional who is not highly qualified.

The school must provide a statement to parents (in a newsletter or other form of communication) that ensures notification will occur should a child be taught for four or more consecutive weeks by a teacher/paraprofessional who is not highly qualified.

When any child is provided a substitute teacher/paraprofessional for four consecutive weeks in a school that receives Title I funds and the substitute does not meet the highly qualified teacher definition, the school must notify parents of this situation. Sample wording is provided on the following page.

The superintendent must notify the Iowa Department of Education of all non-highly qualified teachers, send a notice home to parents of students in that teacher's class and send a copy of that notice to Mary Beth Schroeder Fracek. marybeth.schroederfracek@iowa.gov.

Information about licensure of Iowa teachers can be found at <http://www.state.ia.us/boee/>.

Sample Parent Notification

No Child Left Behind Requirement Parents'/Guardians' Rights Notification

Parents/Guardians in the _____ Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher/paraprofessional, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling _____ or by sending a letter of request to the Office of the Superintendent, Street Address, State, Zip.

The _____ Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

SAMPLE
Parent Notification Letter

Non-Highly Qualified Teacher
(Includes Substitute for More than Four Weeks)

Date

Dear Parents and Guardians:

The federal No Child Left Behind Act of 2001 (NCLB) requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered —highly qualified|| for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is —highly qualified|| in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas.

The purpose of this letter is to inform you that Mr./Mrs. _____ is not considered —highly qualified|| under NCLB in one or more subject areas being taught to your child.

Please be assured that this does not mean that this teacher is not qualified for this assignment. Mr./Mrs. _____ does meet the state requirements for this position. Given his/her professional preparation and experience, we believe that your child is receiving a high-quality education in his/her class. (Additional information may be added at the districts discretion.)

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child's teachers. Please contact _____ at _____ if you have any questions.

Sincerely,

Superintendent

Title I Parent Involvement Policy Self-Checklist

Title I Parent Involvement requires each Title I school to develop a written parental involvement policy that describes the means for carrying out the requirements of Section 1118. The School must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

The policy must be:

- Developed jointly with and agreed on by parents of Title I children;
- Written in an understandable format and provided in a language parents can understand;
- Distributed to all parents of Title I children; and
- Made available to the local community and updated periodically to meet the changing needs of parents and the school.

CHECKLIST OF REQUIRED COMPONENTS	YES	NO
1) The Policy describes how parents will be involved in the planning, review and improvement of the school's Parent Involvement Policy.		
2) The Policy states that an annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.		
3.) The Policy states that parent meetings, including parent conferences, will be held at different times during the day.		
4) The Policy states that Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.		
5) The Policy describes how parents will be involved in the planning, review, and improvement of the school's Title I program.		
6) The Policy describes how the school involves parents in the joint development of the Schoolwide Program Plan under Section 1114. <i>Applies only to Title I schools operating a Schoolwide Program.</i>		
7) The Policy describes how the school involves parents in the joint development of the School Improvement Plan under Section 1116. <i>Applies only to Title I schools identified for School Improvement.</i>		
8) The Policy describes how the school will provide parents of participating children with timely information about the Title I program.		
9) The Policy describes how the school will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.		
10) The Policy describes how the school will provide assistance to parents in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children.		
11) The Policy states that the school 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, and respond to any such suggestions as soon as practicably possible.		
12) The Policy states that a school-parent compact was jointly developed with parents and the compact outlines how parents, the entire school staff and students will share in the responsibility for improved student achievement.		
13) The Policy describes how the school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.		

Sample Parent Involvement Policy

2013-2014

_____ Community School District

It is the policy of _____ Community Schools that parents of participating children shall have the opportunity to be involved jointly in the development of the district plan and in the district's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The district provides coordination, technical assistance and other supports necessary to aid in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports this partnership through providing information about standards and assessments; providing training and materials for parents to help their children; educating school personnel about involving parents and the value of parent contributions; and developing roles for community organizations and businesses to work with parents and schools.

1. This jointly developed and agreed upon written policy is distributed to parents of participating Title I children and all parents in schoolwide buildings through the Parent Handbook which is distributed to every family at the time of registration.
2. Two annual meetings are held, for all parents of participating children, both public and private. Additional meetings with flexible times shall be held throughout the year and be determined by parent suggestions. All _____ elementary buildings will hold two annual meetings, one in the fall and one in the spring. Notification will be sent in the building newsletter.
3. Parents are given assistance in understanding the Title I requirements, standards, and assessments through the annual meetings and parent-teacher conferences.
4. Parents receive an explanation of the school's performance profile, the forms of academic assessment used to measure student progress, and the expected proficiency levels in the annual progress report distributed to all stockholders in the spring of the year, through individual reports given to parents at conference time, and through report cards.
5. In targeted assistance buildings parents are informed of and involved with their child's participation in the Title I program. They also are informed about the curriculum, instructional objectives, and methods used in the program. This information is delivered through newsletters, conferences and the annual meetings.

6. Parent recommendations are encouraged and responded to in a timely manner. Verbal or written responses will be given for all recommendations.
7. Parents will be involved with the planning, review, and improvement of the schoolwide programs. The vehicle used will be the School Improvement Advisory Committee (SIAC). If the schoolwide program is not satisfactory to the parents of participating children, they may submit comments to the SIAC.
8. A jointly developed school/parent compact outlines how parents, the entire school staff, and students all share responsibility for improved student achievement. The compact also describes the means by which the school and parents will build and develop a partnership to help children achieve our local high standards. It is distributed in the parent handbook and is reviewed at the annual meetings.
9. The Title I program provides opportunities for parents to become partners with the school in promoting the education of their children both at home and at school. Parents are given help monitoring their student's progress and provided assistance on how to participate in decisions related to their student's education. The school also provides other reasonable support for parental involvement activities as requested by parents. Parents are encouraged to participate as volunteers in the school setting. Individual conferences will also be held upon request. A reading library, which contains reports on educational issues, books, and videos, are available to parents for check out at the _____ Elementary building.
10. The school continues to coordinate and integrate, to the extent feasible and appropriate, the parent involvement policy and other programs and activities within the district. Transitional information for students moving from fifth grade to sixth grade will be provided to parents at _____ Elementary at the annual spring meeting.
11. An annual evaluation of this parental involvement policy shall be conducted to determine its effectiveness. Findings will be used to design strategies for school improvement and revision of policies. The annual spring meetings will serve as the site for the discussions of program adjustments.

Providing all _____ Community School District's children with equal access to quality education is of primary purpose. It is crucial that all partners (students, parents, educators, and communities) have the opportunity to provide input and offer resources to meet this purpose. As these partnerships are mutually beneficial, developing cooperative efforts will ensure improved academic achievement for all students.

SAMPLE
Council Bluffs Community School District
Longfellow Elementary
Student/Parent/Teacher/Principal Compact

20__-20__

Parent/Guardian agreement:

As a parent(guardian), I _____ will do my best to:

- See that my child is punctual and attends school regularly
- Set a time for homework and review it
- Stay aware of what my child is learning
- Encourage my child to read 15 minutes daily in the Just Read program
- Talk with my child about his/her school activities

Student agreement:

As a student, I _____ will do my best to:

- Read daily
- Participate in the schoolwide Just Read program – reading 15 minutes per day
- Attend school daily ready to learn
- Follow the Code of Conduct
- Complete all homework assignments and then turn them in on time

Teacher agreement:

As a teacher, I _____ will do my best to assist each student to achieve and therefore:

- Help each child grow to his/her fullest potential
- Provide instruction utilizing research based strategies that will meet all students' instructional needs
- Provide meaningful and appropriate homework activities
- Maintain open line of communication with each student and his/her parents
- Support the independent reading program – Just Read

Principal agreement:

As a principal, I _____ will try to do my best to encourage:

- Parental involvement
- Provide the students with highly professional, qualified staff
- Provide an environment that allows for positive communication between the students, parents and staff
- Enforce the Code of Conduct
- Support the independent reading program – Just Read

WASHINGTON STUDENT/PARENT/TEACHER/PRINCIPAL COMPACT

GRADE: _____

YEAR: **20**__-**20**__

STUDENT

As a student, I will...

- *Respect myself, other students, my parents, teachers, school staff and principal;
- *Always try to do my best in my work and behavior;
- *Follow rules at school;
- *Come to school with my supplies and completed homework;
- *Show respect for school equipment and materials.

student signature

PARENT/GUARDIAN

As a parent/guardian, I will...

- *Respect and support my child, the staff, and the school;
- *Support the rules and policies of the Council Bluffs Schools;
- *Establish a time and quiet place for my child to do homework and review homework for completion;
- *See my child attends school daily and arrives on time;
- *Read with my child and let my child see me read;
- *Talk with my child about his/her school day.

parent/guardian signature

**STUDENT
SUCCESS**



*Alone we can do little.
Together we can do so much.*

-Helen Keller

*Together... we
CAN make a
difference!*

TEACHER(S)

As a teacher(s), I/we will...

- *Respect and support students, parents, staff, and school;
- *Support the rules and policies of the Council Bluffs Schools;
- *Encourage each child to do his/her personal best;
- *Provide a safe, drug-free, positive and healthy learning environment;
- *Share information regarding each child's needs and progress;
- *Seek ways to involve parents with school and their child's education.

teacher(s) signature

PRINCIPAL

As a principal, I will...

- *Respect students, parents, staff and school;
- *Support the rules and policies of the Council Bluffs Schools;
- *Provide a safe, drug-free, positive, and healthy learning environment;
- *Maintain open lines of communication;
- *Encourage parents to be partners in education.

principal signature

Parent Involvement Survey -Sample School- 20__-20__

The following statements will encourage you to reflect on family issues at your school. Please rate your school in the following areas. Circle your responses.

1	2	3	4
rarely	sometimes	regularly	always

Your school or school district:

1. Recognizes that all parents, regardless of income, educational level, or cultural background, want their children to do well in school and are involved in their children's learning.

1	2	3	4
rarely	sometimes	regularly	always

2. Supplies a written Title I parent involvement policy that is jointly developed with parents that outlines the partnership among the student, parent, and school.

1	2	3	4
rarely	sometimes	regularly	always

3. Holds an annual meeting to inform parents of children in Title I programs about the Title I program.

1	2	3	4
rarely	sometimes	regularly	always

4. Provides resources such as books, videos, and newsletters that help with better parent participation at home.

1	2	3	4
rarely	sometimes	regularly	always

5. Encourages and provides opportunities for parental input into the design and development of the school-parent compact.

1	2	3	4
rarely	sometimes	regularly	always

6. Schedules varied meeting times to accommodate parents' work and childcare schedules.

1	2	3	4
rarely	sometimes	regularly	always

7. Provides parents with ideas on how to help their children with homework.

1	2	3	4
rarely	sometimes	regularly	always

8. Thinks of the community as an extension of the family.

1	2	3	4
rarely	sometimes	regularly	always

9. Provides opportunities for parents to have input in the operations of the school.

1	2	3	4
rarely	sometimes	regularly	always

10. Staff sees how diversity may be used to enrich learning experiences for students.

1	2	3	4
rarely	sometimes	regularly	always

11. Uses information from parent and family surveys to design or change school procedures and programs.

1	2	3	4
rarely	sometimes	regularly	always

Please comment on each of these issues.

I would recommend the following changes for how the school communicates with families:

I would recommend the following changes for the Title I services my child is receiving:

I would recommend these changes for the Title I parent involvement policy:

Please list other ways that the district can help support you in your efforts to support your child's academic and social success:

Please list other comments or concerns here:

Title I Parent Survey
-Sample Elementary School-
20__-20__

Please circle your response to each of the following items.

1. Do you have a clear understanding of how your child qualified for Title I assistance?

1	2	3	4
not much	some	mostly	very much

2. Do you have a clear understanding of the purpose and goals of the Title I program?

1	2	3	4
not much	some	mostly	very much

3. Do you have a clear understanding of the instruction and activities your child experiences in the Title I program?

1	2	3	4
not much	some	mostly	very much

4. Do you have a clear understanding of what your child must accomplish in order to exit the Title I program?

1	2	3	4
not much	some	mostly	very much

5. Has your child's progress in Title I been clearly communicated to you?

1	2	3	4
not much	some	mostly	very much

6. Have you been given opportunities to discuss your child's progress with the Title I teacher?

1	2	3	4
not much	some	mostly	very much

7. Has your child shown an increased interest in reading as a result of Title I instruction?

1	2	3	4
not much	some	mostly	very much

8. Did you attend Title I Parent Teacher Conferences?

No	Yes
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9. Did you attend Title I Parent Night?

No	Yes
----	-----

10. Would you be willing to serve on the Title I Advisory Committee?

No	Yes
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If so, please write your name and contact information.

Name

Phone number

E-mail

My suggestions for improving the Title I program:

Comments or suggestions for the Title I teachers: