

ATTACHMENT NO. VIII-C

ATTACHMENT NO. VIII-C: Title I School Parental Involvement Agreement

Potential motion: Move to approve the Title I School Parental  
Involvement Agreement

Recommended action: Approve the motion

Attached is the Title I School Parental Involvement Agreement developed by Mr. Matt Klett for Manchester Elementary. In order to stay compliant with the federal Title I regulations, it is necessary for the Board to adopt this agreement.

**NORTH BOONE CUSD #200**  
**Manchester Elementary School**  
**School Parental Involvement Agreement**

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1. Manchester Elementary School will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

*The Title I Director and school principal will conduct an annual meeting in which parents are invited to share their input.*

2. Manchester Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*Parents will be invited to attend school improvement plan meetings.*

3. Manchester Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

*Announcing these meetings in the following manner:*

- *School newsletters*
- *Teacher newsletters*
- *School Messenger (includes phone & e-mail)*
- *Website*
- *Twitter*
- *Facebook*

*Offering these meetings at various times, such as:*

- *Open House*
- *Parent/Teacher Conferences*

*Offering incentives for attendance such as the class with the most parents in attendance win a pizza party*

4. Manchester Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

*Submitting letters as adopted by the Title I and RtI committees*

5. Manchester Elementary School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

*Contacting the parents within a 24 hour period of their inquiry.*

6. Manchester Elementary School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

*Making ISAT reports available at Parent/Teacher Conferences or including them with the report cards (Grades 3-8 only)*

7. Manchester Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

*Sending a letter home in a timely manner*

8. Manchester Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --

- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

*Make available opportunities through:*

- *Open House meetings with the Title I teacher*
- *Parent/Teacher Conferences*
- *Conferences as requested by parents*
- *Webinars*
- *Parent Seminars as offered by outside sources such as the state of Illinois*
- *Web Pages*
- *Newsletters*

9. Manchester Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

*Offering the following:*

- *Reading Connections newsletter*
- *Make n Take Nights*
- *Family Reading Nights*

10. Manchester Elementary School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*Offering opportunities to attend state conferences and webinars on parent involvement*

11. Manchester Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*Inviting parents from other programs to our Title I events*

12. Manchester Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*Translation/interpretation services will be available in the parents' home language*

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This School Parental Involvement Agreement has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the meeting agenda dated November 7, 2013.

This agreement was adopted by the **North Boone School District** on **November 25, 2013** and will be in effect for the period of one year. The school will distribute this agreement to all parents of participating Title I, Part A children on or before **December 2, 2013**.

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*(Signature of Authorized Official)*

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*(Date)*