

Policy # F-1

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TITLE I POLICIES**Elementary Title I Parent Involvement Policy**

- 1.) The Big Stone City Elementary School Title I program will hold an open house in the fall of each school year to acquaint parents and others of the various department of the elementary school and its functions. At the open house, the Elementary Title I program will hold its annual meeting with the parents of Title I students.
- 2.) Parents will be notified of this meeting in advance of the open house and encouraged to attend. The Title I teacher will offer to hold additional meetings if parents cannot attend the open house meeting.
- 3.) At this meeting, parents will be invited to become a part of the planning, design, and implementation of Title I projects and policies. Parents and Teachers will also work together to establish mechanisms for maintaining communication among parents, teachers, and agency officials.
- 4.) All parents of qualifying participants will be notified by letter of their child's selection for participating in the Title I program for the school year. The letter will also state how and why the child was selected to participate in the program. Policies will be mailed at this time also. A Personal Education Plan for each participating child will be prepared in the fall of each school year. The parents will be informed of the specific instructional objectives for the child and will be involved in the formulation of these objectives. The Personal Education Plan will be reviewed in the spring of the year and throughout the year as necessary. Additionally, parents will receive, at minimum, an official progress report of their child at the end of each nine-week period. Parent teacher conferences will be held at the end of the first and third quarters and will be held more often as deemed necessary.
- 5.) Dakota STEP NCLB reports for the district and for each individual student will be given to parents during fall parent-teacher conferences, which fall within the first thirty days of school. Parents who do not attend parent teacher conferences will have the results mailed to them the following day.
- 6.) Parents will be given timely notification of any teachers in the classroom who are not highly-qualified.
- 7.) If parents in the Elementary Title I program have opposing opinion to the district, parents are encouraged to follow the district complaint policy to bring their concerns forward.
- 8.) The Big Stone City Elementary Title I program will build the school and parent capacity for academic achievement in understanding the following by:
 - a.) Content Standards- Parents will be invited to participate in textbook and curricular selection, where state and national content standards are examined.
 - b.) Achievement Standards- Parents will be given easily understandable explanations of achievement standards, particularly as they relate to state and national assessments.

c.) Requirements of Title I- Information on the Title I program requirements of the school will be provided at the annual meeting. In addition, the school will provide informational websites for parents and educators to use.

d.) Monitoring Child's Progress- Parents will receive progress reports every nine-weeks at minimum and will also have access to the Infinite Campus Portal, where they can check on their child's attendance and grades.

e.) Working with educators- The school will foster a parent/school partnership that makes each parent feel comfortable and as a valuable partner in the education of their child. In addition, staff will be given training on working with parents and establishing positive relationships between school and home.

9.) The district will provide all materials and training as deemed necessary to effectively run the Elementary Title I program. Funds allocated for use by the Elementary Title I program will be used solely for this purpose.

10.) The Elementary Title I teachers and other staff will receive annual training and education materials on effective communication and working relationships with parents.

11.) The Elementary Title I program ties in with all other programs in the Big Stone City Elementary School through the use of academic monitoring and communication with all other staff. The Elementary Title I program works with the Head Start program to provide early screening for potential Title I services in the future.

12.) All information sent by the Elementary Title I program to parents regarding programs, meetings, and other activities will be sent home in the native language of the family. If needed, translation services will be used to ensure proper communication.

Middle School Title I Parent Involvement Policy

- 1.) The Big Stone City Middle School Title I program will hold an open house in the fall of each school year to acquaint parents and others of the various department of the elementary school and its functions. At the open house, the Middle School Title I program will hold its annual meeting with the parents of Title I students.
- 2.) Parents will be notified of this meeting in advance of the open house and encouraged to attend. The Title I teacher will offer to hold additional meetings if parents cannot attend the open house meeting.
- 3.) At this meeting, parents will be invited to become a part of the planning, design, and implementation of Title I projects and policies. Parents and Teachers will also work together to establish mechanisms for maintaining communication among parents, teachers, and agency officials.
- 4.) All parents of qualifying participants will be notified by letter of their child's selection for participating in the Title I program for the school year. The letter will also state how and why the child was selected to participate in the program. Policies will be mailed at this time also. A Personal Education Plan for each participating child will be prepared in the fall of each school year. The parents will be informed of the specific instructional objectives for the child and will be involved in the formulation of these objectives. The Personal Education Plan will be reviewed in the spring of the year and throughout the year as necessary. Additionally, parents will receive, at minimum, an official progress report of their child at the end of each nine-week period. Parent teacher conferences will be held at the end of the first and third quarters and will be held more often as deemed necessary.
- 5.) Dakota STEP NCLB reports for the district and for each individual student will be given to parents during fall parent-teacher conferences, which fall within the first thirty days of school. Parents who do not attend parent teacher conferences will have the results mailed to them the following day.
- 6.) Parents will be given timely notification of any teachers in the classroom who are not highly-qualified.
- 7.) If parents in the Middle School Title I program have opposing opinion to the district, parents are encouraged to follow the district complaint policy to bring their concerns forward.
- 8.) The Big Stone City Elementary Title I program will build the school and parent capacity for academic achievement in understanding the following by:
 - a.) Content Standards- Parents will be invited to participate in textbook and curricular selection, where state and national content standards are examined.
 - b.) Achievement Standards- Parents will be given easily understandable explanations of achievement standards, particularly as they relate to state and national assessments.
 - c.) Requirements of Title I- Information on the Title I program requirements of the school will be provided at the annual meeting. In addition, the school will provide informational websites for parents and educators to use.
 - d.) Monitoring Child's Progress- Parents will receive progress reports every nine-weeks at minimum and will also have access to the Infinite Campus Portal, where they can check on their child's attendance and grades.
 - e.) Working with educators- The school will foster a parent/school partnership that makes each parent feel comfortable and as a valuable partner in the education of their child. In addition, staff will be

given training on working with parents and establishing positive relationships between school and home.

9.) The district will provide all materials and training as deemed necessary to effectively run the Middle School Title I program. Funds allocated for use by the Elementary Title I program will be used solely for this purpose.

10.) The Middle School Title I teachers and other staff will receive annual training and education materials on effective communication and working relationships with parents.

11.) The Middle School Title I program ties in with all other programs in the Big Stone City Middle School through the use of academic monitoring and communication with all other staff. The Elementary Title I program works with the Head Start program to provide early screening for potential Title I services in the future.

12.) All information sent by the Middle School Title I program to parents regarding programs, meetings, and other activities will be sent home in the native language of the family. If needed, translation services will be used to ensure proper communication.

District Parent Involvement Policy

- 1.) The Big Stone City School District will directly involve parents in the parent involvement policy by inviting parents to be a part of the Parent involvement committee, which will meet at least two times a year, once in the fall and once in the spring, to review the parent involvement policies for the schools and the district. Parents will be notified via letter and through the school newsletter to participate in this policy development.
- 2.) The Big Stone City School District will provide assistance and support to each of its Title I schools regarding parent involvement through in-service and professional development opportunities. All Title I staff and administrators will attend these trainings.
- 3.) The Big Stone City School District will coordinate its Title I parent involvement policies with its special education policies and other parental involvement policies in the school to ensure that there is consistency and equitable treatment among programs.
- 4.) Each spring, the district will invite all parents to attend a Title I meeting to discuss the effectiveness of the parent involvement policy. At this meeting, the district and parents will attempt to describe barriers in parental involvement and formulate strategies together to eliminate these barriers. In addition, the school will send out surveys via mail and electronic mail to parents in the spring.
- 5.) The District will involve parents in the activities of the Title I schools through community awareness, media, and constant encouragement. Parents will be involved in the Title I programs through the means listed in the school parent involvement policies.

Transition Plan

The Big Stone City Elementary School transition plan was designed to provide parents with information about programs and services available to help them prepare their child for Kindergarten. This plan was developed by the school district, local Head Start agencies, and local daycare providers. Ongoing communication takes place among all stakeholders. This communication involves phone calls, meetings, letters, and newspaper articles for screening information.

Special education students make the transition to school by working with our local head-start, the schools contracted special education staff and services, our Kindergarten and Preschool staff, and our school administration.

The district has an annual Preschool Registration and Child Find day, when parents bring their children to the school to be screened and discuss development and readiness with staff members. At this time, there is also a health screening. In addition, Head Start is present to explain their program and discuss student concerns with parents and teachers. The Kindergarten and administrative staff of the school take part in this registration and screening. The school also has a Kindergarten Registration day in the spring, where parents are provided with information on programs and services and meet individually with the Kindergarten teacher and school administration. In addition, school and head start staff meet with incoming Kindergarten parents to discuss enrollment procedures and curriculum in Kindergarten. In the fall, a Kindergarten parent meeting is held before school begins and an open house is scheduled within the first two weeks of school. At the open house, parents are given an opportunity to meet the teachers and visit classrooms.

Transition for the 5th grade to the middle school is coordinated by the counselors and principals. In May, 5th grade students from the Big Stone City Elementary School participate in a scheduled visit to the middle school to meet the teachers, tour the classrooms, and learn about procedures at the middle school.