



## Chester Academy Title 1 Program Parent Involvement Policy 2009-2010

The parental involvement policy at Chester Academy has been developed in cooperation by the administrative team at Chester Academy, parents of participating students and the school district. The policy will be distributed to all participating families, and posted in the Title 1 room for staff reference. Title 1 refers to the major funding source for all Supplemental Reading instruction, although the reading program is called "Supplemental Reading".

- ⇒ Chester Academy Title 1 Program will involve parents in the development of the Title 1 Plan Provisions through feedback from surveys and interpersonal communication. The Title 1 staff will continue to solicit parent involvement in our school improvement efforts through learning opportunities and contact regarding the program and student progress.
- ⇒ The school district and administration team will provide technical and advisory assistance in development and implementation of the Plan Provisions.
- ⇒ The Chester Academy Title 1 Program will hold an annual meeting at the beginning of the school year to inform participating families about the program, parental rights and responsibilities and opportunities for partnership between the school and the home in building the student's reading skills. At the initial meeting the staff will provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction. Parents will be informed in writing about the results of their particular student's assessments and the content of the program in which their child will be participating within one week of the start date for their child's instruction. Staff will follow-up with phone calls to clarify any information needed.
- ⇒ This first meeting will occur in a timely manner, as soon as the initial assessment process has been completed and the qualifying students have been ranked by level of need.
- ⇒ Parents will be informed of this first meeting in writing, and if possible, invited personally via phone call. All handouts and a summary of the meeting conversation will be made available to parents who are unable to attend.
- ⇒ A minimum of two additional meetings will be scheduled during the year to provide an opportunity to ask questions and gain information about reading development and strategies to help their students succeed. These may take the form of an open house, or workshop. They will be geared toward meeting the expressed and observed needs of the parents with regard to their student's literacy skills.
- ⇒ Staff will be in regular contact with participating families through the newsletter, and monthly phone calls in addition to the formal communication through quarterly progress reports.
- ⇒ If there is a need expressed for childcare or transportation to these meetings, the Title 1 program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings, free of charge to the parents. If needed, transportation will be made available to parents wishing to attend.
- ⇒ Parent feedback will be gathered twice annually through a mid-year and year-end survey to assess the effectiveness and accessibility of the program and its content from the parents' perspective. This feedback will be used to help inform future decisions about the program, its scope and content.
- ⇒ Title 1 personnel will also make note in the Parent Contact log of suggestions and comments made by parents during phone conferences.