**Annual Title I Meeting**

* The purpose of the meeting is to inform parents of the school’s participation in Title I programs.
* The meeting should be held early in the school year in a convenient location and at a convenient time for parents.
  + The meeting **may be held in conjunction with Back to School Night** when many parents are already on campus. *(Recommended time)*
* Content to present:
  + Title I program overview
  + Parent rights under Title I
  + Parent involvement at the school
  + Student achievement data
    - Single Plan for Student Achievement
  + Title I funding
  + Parent Involvement Policy
  + Parent-School Compact

**Title I Parental Involvement Policy**

The school-level parental involvement policy must be jointly developed with, and distributed to, parents annually. It should be a written policy that is updated periodically to meet the changing needs of parents and the school.

The Title I Parental Involvement Policy establishes the school’s expectations for parental involvement and describes how the school will implement a number of specific parent activities. The policy must address the following four components.

1. Policy involvement, annual Title I meeting, and other meetings to provide opportunities for parent involvement, and the process for providing parents timely information about the school program, curriculum, and assessment.
2. Shared responsibilities for high student achievement, including the joint development of a School-Parent Compact.
3. Building capacity for involvement, including assisting parents with understanding topics related to the child’s academic achievement (standards, assessments, etc.) and providing support for parent involvement activities.
4. Accessibility, including providing opportunities for participation by parents with limited English proficiency, parents with disabilities, and migrant parents.

California *EC* Section 48985 requires that parental notifications be translated for any group of students who speak a primary language other than English and constitute 15 percent or more of a school’s total enrollment.

**School-Parent Compact**

The School-Parent Compact is included in the Title I Parental Involvement Policy; therefore, is distributed annually. The Compact should be updated periodically to meet the changing needs of parents and the school.

The Compact outlines how parents, school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents will develop and maintain a partnership to help children achieve state standards.

The School-Parent Compact must describe:

1. How the school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards.
2. Ways in which parents will be responsible for supporting their children’s learning (for example, monitoring attendance, homework completion or television watching; volunteering at school)
3. The importance of communication between teachers and parents on an ongoing basis through, at a minimum:
   1. Parent-teacher conferences
   2. Frequent reports to parents on their child’s progress
   3. Reasonable access to staff
   4. Opportunities to volunteer and participate in their child’s class, and to observe classroom activities

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**Frequently Asked Questions**

1. Does the Title I annual meeting have to be combined with Back to School Night?

*No. This is only a recommendation since parents are already on campus and the event is held near the beginning of the school year. An alternate meeting may be scheduled.*

2. Can the Policy and Compact from the previous year be distributed to parents/guardians at the beginning of the current school year?

*Yes. If the documents include all of the required language and components, they may be distributed.*

*No. If the documents do not contain all of the required language and components, they must be updated prior to distribution.*

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| For assistance, email or call Maylyn Paculba at ext. 2622 |