

SOUTH BURLINGTON SCHOOL DISTRICT

PARENT INVOLVEMENT ADMINISTRATIVE PROCEDURES

- 1) Procedures for administering an effective home/school partnership for students receiving Title I services are primarily the responsibility of the South Burlington School District Office of Instruction.
- 2) The Parent Involvement Policy will be mailed to the parents of Title I children in September of each year. Parents of children who become eligible for services throughout the academic year will be given the policy at that time.
- 3) The parent involvement program will be reviewed annually with parents to determine the program's effectiveness as well as any actions needed to improve parent participation in the program.
- 4) Parents will be invited to participate in Parent Advisory Council. The purpose of this council will be to address specific concerns raised through the process referenced in #3 above.
- 5) Parents of participating children will be informed in a timely manner of the opportunity to discuss the child's academic progress at home. Parents of participating children will be invited and encouraged to attend a parent-teacher conference.
- 6) Parents of participating children will receive progress reports whenever regular progress reports are distributed. Additional information will be shared with parents at timely intervals and whenever such information will be helpful.
- 7) Parents are encouraged and welcome to observe their child's Title I program. Parents will be made aware of the service delivery model of their child's program, and whether or not the service is in the classroom or out of the classroom.
- 8) Parents will have opportunities for regular meetings to develop parental input into the program. One of these meetings can be the annual meeting.
- 9) The school will provide support and training for parent involvement activities, which help to meet the program's goals and provide training opportunities to support parent efforts to work with their child at home.
- 10) The school will ensure, to the extent practical, opportunities for full participation regardless of native language. In order to accomplish this, information, programs, and activities will be provided in a language and form, which can be understood by individuals for whom English is a second language. The School District will strive to achieve this through collaboration with teachers, principals and other staff members involved in the Title I program.